



JOINT COMMITTEE AGENDA
Tuesday, February 1, 2022 at 6:00 p.m.
Adel City Hall, 301 S. 10th Street, Adel, IA 50003

NEW BUSINESS

- a) Budget & Finance Committee Items
 - a. May 4, 2021 Minutes
 - b. Using Funding from the American Rescue Plan Act to Replace Two Fire Trucks
 - c. Other Business
- b) Budget & Finance Committee and Street Committee Items
 - a. December 7, 2021 Street Committee Minutes
 - b. Debt Service Projections, FY22-23 Pre-Levy, Cost Estimates, Timing, and Scope related to Proposed 2022 Street Resurfacing and Proposed 2023 Rapids Street Reconstruction Projects
 - c. Other Business
- c) Budget & Finance Committee and Water, Sewer, & Sanitation Committee Items
 - a. September 7, 2021 Water, Sewer, & Sanitation Committee Minutes
 - b. Using Potential Remaining USDA-RD #6 Grant Funds to Replace an Additional Well
 - c. Sanitary Sewer Lift Station and Force Main for Bear Estates / Prospect Pointe
 - d. Southwest Utility Basin Study
 - e. Storm Water Rain Barrel / Grant Program

OTHER BUSINESS

ADJOURNMENT

Joint Budget-Street Committee
Tuesday, May 4, 2021 – Meeting Minutes

Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, the City of Adel's Joint Budget-Street Committee meeting was conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person was impossible or impractical. The meeting was called to order at 6:26 p.m. Members present: Christensen McAdon, Miller, Ockerman, and Selby. Others present: City Administrator Brown, Finance Director Sandquist, and Public Works Director Overton.

NEW BUSINESS

a) Next Street Projects – Overlays, Rapids Street, and/or Combining Projects with HWY 169 or CIP Items

Brown stated that the last major General Obligation Bond project was the Main Street reconstruction project in the summer of 2017. With the ADM / Fareway intersection traffic study this summer, it is possible that we could begin another project later this year. Other needs have been discussed and could be combined with one bond to reduce costs.

Overton identified a handful of street overlay projects throughout town that will also include ADA curb ramps. McClure will be updating the costs of these. The joint committee discussed reconstructing Rapids Street and upgrading the water, sanitary sewer, and storm water there. McAdon stated that the City's street assessment policy should be reviewed.

McAdon noted that the City's bonding capacity is limited. If no projects are undertaken, the debt service levy will continue to decrease. Starting another project could keep the level steady. McAdon asked whether the City should continue reserving millions of dollars in capacity for a HWY 169 project or begin other needed projects soon. Christensen stated that other major projects, like the fire station and Water Tower Park, should be known before moving forward. Brown noted that the 2020 Census will provide additional RUT funding along with access to CIRTPA funding for street projects.

Christensen suggested a Committee of the Whole meeting to prioritize these major projects. McAdon noted that the HWY 169 project cost will be critical to determining what the City can afford.

b) MidAmerican Energy Electric and Gas Franchise Agreements

Brown stated that MidAmerican Energy has proposed renewing its franchise agreements for another 25 years. Brown asked whether the City should collect a franchise fee or continue using local option sales tax (LOST). Ockerman suggested staying with LOST because other cities have had challenges with franchise fees and the legislature could change the laws. The joint committee discussed eminent domain issues and was supportive of a 25-year agreement with LOST.

OTHER BUSINESS

ADJOURNMENT – 7:08 p.m.

Respectfully submitted: Anthony Brown, City Administrator

MEMORANDUM

State of Iowa: Department of Management – ARPA NEU Funding Determination of Funding Report

DATE: July 16, 2021
 TO: State of Iowa – Department of Management
 FROM: RSM US LLP
 SUBJECT: Determination of Funding Report – City of Adel

This transmittal letter has been prepared in accordance with the contracted *Scope of Work (Section 4), Execute Program Administration Processes (Task 3)*, as specified in Contract #21019, *CARES Act Funding and Accounting Management Services, Amendment No. 2*. RSM's primary responsibilities under this task order include executing intake and processing of applications for the American Rescue Plan Act of 2021 ("ARPA") Non Entitlement Unit ("NEU") Funding Project.

RSM verified receipt of the NEU's approved agreements that affirm that the NEU will utilize any received funding on eligible expenses and will follow all formal published Federal guidance on how the funds should be spent. RSM's procedures were limited to those outlined in the work plan approved by the State of Iowa, which is based on the State's interpretation and understanding of the current U.S. Treasury federal guidance. This includes the validation of the support provided by the NEU to determine compliance with the requirements identified in the approved work plan.

To comply with requirements for *Task 3* described above, the following is the summary of results obtained through the testing performed:

NEU Information		Request for Funding Allocation and Distribution	
NEU	City of Adel	Budgeted Amount	\$26,607,975.00
NEU Recipient Number	IA0228	Budgeted Amount Capped at 75%	\$19,955,981.00
Maximum Allocation Allowed to NEU	\$812,924.08	Total Amount of Funding to be Distributed <i>(lesser of Max Allocation Allowed or 75% Budget cap)</i>	\$812,924.08
		Tranche 1 Amount (First Round)	\$406,462.04

Overview
The NEU has submitted its application and all required forms pursuant to the US Treasury's guidance for the ARPA NEU Funding. The validation review has been completed for the NEU. At this time, a total of \$812,924.08 will be disbursed through the State of Iowa's Department of Revenue. This funding will be paid in various tranches according to U.S. Treasury federal guidelines. Tranche 1, Round 1 is for \$406,462.04. The remaining funds will be disbursed at a later date in accordance with the U.S. Treasury federal guidelines.

RSM has reviewed and validated the City of Adel's request for funding. Based on the application submitted, the supporting documentation received, and the testing guidance provided by the State of Iowa, RSM recommends the State of Iowa transfer funds in the amount of \$812,924.08 to the City of Adel with respect to this submission. This funding will be paid in various tranches according to U.S. Treasury federal guidelines. Tranche 1, Round 1, is for \$406,462.04. The remaining funds will be disbursed at a later date in accordance with the U.S. Treasury federal guidelines. This recommendation is provided to the State of Iowa for final review, approval and award determination. It is subject to change by the State of Iowa and in no way is RSM's recommendation deemed to be authoritative or an official approval for funding for the City of Adel.

RSM US LLP

Company: RSM US LLP
Date: July 16, 2021

State of Iowa - Department of Management Final Award Determination:

The State of Iowa acknowledges receipt of this funding request packet and determines the final award amount to be:

\$ 406,462.04

State of Iowa Comments

Michael Bousset

Name: Michael Bousset
Title: Director, Department of Management, State of Iowa
Date: July 23, 2021



[Click here to review the full summary.](#)

[Click here to review the full rule.](#)

The Overview of the Final Rule provides a summary of major provisions of the final rule for informational purposes and is intended as a brief, simplified user guide to the final rule provisions.

The descriptions provided in this document summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.



Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

- 1. Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance.**

Under this option, which is newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF’s smallest recipients.

All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of \$10 million or less. Electing the standard allowance does not increase or decrease a recipient’s total allocation.

- 2. Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.**

Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

To calculate revenue loss at each of these dates, recipients must follow a four-step process:



SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service traditionally provided by a government***, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.

Street Committee
Tuesday, December 7, 2021 – Meeting Minutes

The City of Adel’s Street Committee met in the council chambers at Adel City Hall. Christensen called the meeting to order at 7:06 p.m. Members present: Christensen, Miller, and Selby. Others present: Council Members McAdon and Ockerman, City Administrator Brown, Finance Director Sandquist, Public Works Director Overton, Adel Partners Chamber of Commerce President Bengtson, and Greater Dallas County Development Alliance Executive Director Lynch.

NEW BUSINESS

a) May 5, 2021 Minutes

Miller motioned, seconded by Selby, to approve the minutes. Motion carried unanimously.

b) September 7, 2021 Minutes

Miller motioned, seconded by Selby, to approve the minutes. Motion carried unanimously.

c) Eagle Vista Drive Pavement Rehabilitation Project – Engineering Contract

Brown provided background on the history of this item. The pavement issues in Eagle Vista Plat 1 had been under a maintenance bond, but the subcontractors disputed the cause of the issues for over a year. City staff, McClure, and Ahlers & Cooney helped negotiate a settlement with the subcontractors, which should be approved in early 2022. Because the pavement issues are still present, McClure has prepared an engineering contract to design and bid this project in 2022. The estimated construction cost is \$149,275.

Ockerman asked to check with City Attorney Kristine Stone on whether we can require maintenance bonds or letter of credits from the developer instead of from the subcontractors.

Christensen asked about progress in Eagle Vista Plat 2. Overton noted that one subcontractor is different and that core samples at the trenches are being taken. This plat has curb and gutter, whereas Plat 1 did not.

Miller motioned, seconded by Selby, to recommend this contract to the council. Motion carried unanimously.

d) Pavement Resurfacing – Survey Contract

Brown stated that McClure had prepared a boundary / topographic survey only contract for the proposed 2022 Pavement Resurfacing Project. The goal is to gather this data before it snows.

Miller motioned, seconded by Selby, to recommend this contract to the council. Motion carried unanimously.

e) Rapids Street Reconstruction – Survey Contract

Brown stated that McClure had prepared a boundary / topographic survey only contract for the proposed 2023 Rapids Street Reconstruction Project. The goal is to gather this data before it snows.

Brown noted that this project would involve water, sanitary sewer, and storm water improvements. Those portions could be financed with a USDA-RD loan, American Rescue Plan Act funds, reserves, or a combination thereof. The project could also involve assessments to property owners.

Christensen stated that the Street Committee would need to discuss the City’s assessment policy with McClure.

Overton noted that the State and Federal governments have been encouraging property owners to remove lead service lines. The City could work with property owners to find funds to do this. Christensen stated that this project could involve better storm water management practices.

Miller motioned, seconded by Selby, to recommend this contract to the council. Motion carried unanimously.

OTHER BUSINESS

ADJOURNMENT – 7:36 p.m. – Respectfully submitted: Anthony Brown, City Administrator

City of Adel, Iowa
Adel Bonding Projects 2022

	<u>Base</u>	<u>Option #1</u>	<u>Option #2</u>	<u>Option #3</u>	<u>Option #4</u>
Firetrucks	1,000,000	0	0	0	0
Street Overlay	2,085,000	2,085,000	2,085,000	2,085,000	1,000,000
Rapid Street Project	<u>3,660,000</u>	<u>3,660,000</u>	<u>3,660,000</u>	<u>3,660,000</u>	<u>3,660,000</u>
Project Total	6,745,000	5,745,000	5,745,000	5,745,000	4,660,000
Debt Levy Impact					
FY 23 per \$1,000	0.90569	0.58569	0.02600	(0.22831)	0.02569
FY 24 per \$1,000	0.01741	0.00772	0.60000	0.94401	0.57613

	<u>Rapid Street</u>
Total Cost	4,385,000
Less Sewer	(350,000)
Less Water	(250,000)
Less Stormwater	(125,000)
Net Bonding Amount	3,660,000

- Base: FireTrucks; \$2.85 million Overlay funded in 2022 and Rapid Street in 2023
Option #1: No FireTrucks; \$2.85 million Overlay funded in 2022 and Rapid Street in 2023
Option #2: No FireTrucks; \$2.85 million Overlay funded in 2022 and Rapid Street in 2024
Option #3: No FireTrucks; \$2.85 million Overlay funded in 2023 and Rapid Street in 2024
Option #4: No FireTrucks; \$1 million Overlay funded in 2022 and Rapid Street in 2023

Adel Estimated Expenses - Capital Projects
Fiscal Year

2021-2022

Stormwater Utility Project	Engineering	Legal/Administrative	Construction	Total	Notes
Stormwater Utility - Section 5 + Aaron Court					\$0 City has elected to delay this project.
<i>Totals</i>	\$0	\$0	\$0	\$0	

Water Utility Projects	Engineering	Legal/Administrative	Construction	Total	Notes
Water Utility Phase 2	\$25,000	\$30,000	\$960,000	\$1,015,000	
Water Treatment Plant Improvements					Project Completed - Closeout
High Service Pumping Station					Anticipated completion by 06/30/2022
Ground Storage Reservoir					Project Completed
High Zone Water Main					Anticipated final closeout by 03/30/2022
<i>Totals</i>	\$25,000	\$30,000	\$960,000	\$1,015,000	

Sewer Utility Projects	Engineering	Legal/Administrative	Construction	Total	Notes
WWTP Improvements (USDA #5)	\$230,000	\$25,000	\$4,550,000	\$4,805,000	Anticipated completion 06/30/2022, includes anticipated costs for lab/administrative building
Southbridge Lift Station & Force Main	\$125,000	\$5,000	\$1,680,000	\$1,810,000	Anticipated final completion and acceptance of City by 09/01/2022
<i>Totals</i>	\$355,000	\$30,000	\$6,230,000	\$6,615,000	

Streets Projects	Engineering	Legal/Administrative	Construction	Total	Notes
2022 Pavement Resurfacing	\$225,000	\$15,000	\$0	\$240,000	Design completed by 06/30/2022. Construction and RPR to begin after 07/01/2022.
Rapids Street Reconstruction	\$215,000	\$20,000	\$0	\$235,000	50% of design by 06/30/2022. Construction and RPR begins after 06/30/2022.
Eagle Vista Drive Rehabilitation	\$0	\$10,000	\$175,000	\$185,000	No RPR fees. Construction completed by 06/30/2022.
15th Street Bridge Replacement ¹	\$50,000	\$10,000	\$0	\$60,000	Survey and initial design by 06/30/2022
<i>Totals</i>	\$490,000	\$55,000	\$175,000	\$720,000	

Parks & Trails	Engineering	Legal/Administrative	Construction	Total	Notes
CIRTPA Trails Grant Projects	\$50,000	\$0	\$0	\$50,000	Assumes topographical survey and preliminary design begins in FY 21/22.
<i>Totals</i>	\$50,000	\$0	\$0	\$50,000	

Notes

15th Street Bridge Replacement¹ Per DOT agreement, 100% of construction costs paid by Iowa DOT for bridge and roadway improvements. (Anticipate \$337,500 paid in FY 22/23 and \$337,500 in FY 23/24).

Adel Estimated Expenses - Capital Projects
Fiscal Year

2022-2023

Stormwater Utility Project	Engineering	Legal/Administrative	Construction	Total	Notes
<i>Totals</i>	\$0	\$0	\$0	\$0	

Water Utility Projects	Engineering	Legal/Administrative	Construction	Total	Notes
New Well #7	\$130,000	\$10,000	\$660,000	\$800,000	New water supply well. Assumes pitless adaptor type design and construction.
<i>Totals</i>	\$130,000	\$10,000	\$660,000	\$800,000	

Sewer Utility Projects	Engineering	Legal/Administrative	Construction	Total	Notes
WWTP Improvements (USDA #5)	\$120,000	\$25,000	\$1,700,000	\$1,845,000	Completion of Lab/Admin Facility anticipated by 06/30/2023.
Southbridge Lift Station & Force Main	\$30,000	\$25,000	\$420,000	\$475,000	Anticipated final completion and acceptance of City by 09/01/2022
<i>Totals</i>	\$150,000	\$50,000	\$2,120,000	\$2,320,000	

Streets Projects	Engineering	Legal/Administrative	Construction	Total	Notes
2022 Pavement Resurfacing	\$135,000	\$10,000	\$1,700,000	\$1,845,000	RPR fees and construction anticipated to be completed between 07/01/2022 - 10/01/2022
Rapids Street Reconstruction	\$360,000	\$30,000	\$1,800,000	\$2,190,000	50% of design after 07/01/2022. 50% construction and RPR by 06/30/2023.
Eagle Vista Drive Rehabilitation	\$0	\$0	\$0	\$0	Project anticipated to be completed by 06/30/2022 (FY 21/22)
15th Street Bridge Replacement ¹	\$85,000	\$10,000	\$337,500	\$433,000	Remaining design (ROW acq., wetland, etc.) & 50% RPR. Assumes 50% of construction FY22/23
<i>Totals</i>	\$580,000	\$50,000	\$3,837,500	\$4,468,000	

Parks & Trails	Engineering	Legal/Administrative	Construction	Total	Notes
CIRTPA Trails Grant Projects ²	\$125,000	\$25,000	\$1,055,000	\$1,205,000	Assumes design in fall 2022 & construction in spring 2023 - final completion by 06/30/23.
<i>Totals</i>	\$125,000	\$25,000	\$1,055,000	\$1,205,000	

Notes

15th Street Bridge Replacement¹

Per DOT agreement, 100% of construction costs paid by Iowa DOT for bridge and roadway improvements. (Anticipate \$337,500 paid in FY 22/23 and \$337,500 in FY 23/24).

CIRTPA Trails Grant Projects²

Project would include use of two secured CIRTPA grants awarded to City of Adel (\$180,000 + \$125,000). CIRTPA has confirmed for City that these projects could be "moved up".

Adel Estimated Expenses - Capital Projects
Fiscal Year

2023-2024

Stormwater Utility Project	Engineering	Legal/Administrative	Construction	Total	Notes
<i>Totals</i>	\$0	\$0	\$0	\$0	

Water Utility Projects	Engineering	Legal/Administrative	Construction	Total	Notes
<i>Totals</i>	\$0	\$0	\$0	\$0	

Sewer Utility Projects	Engineering	Legal/Administrative	Construction	Total	Notes
<i>Totals</i>	\$0	\$0	\$0	\$0	

Streets Projects	Engineering	Legal/Administrative	Construction	Total	Notes
Rapids Street Reconstruction	\$145,000	\$15,000	\$1,800,000	\$1,960,000	50% of construction and RPR after 06/30/2023. Anticipate construction completed by 11/15/2023
15th Street Bridge Replacement ¹	\$40,000	\$10,000	\$337,500	\$388,000	Construction includes (RPR, ROW Acquisitions, Utility Relocations). 50% of construction in FY23/24.
<i>Totals</i>	\$185,000	\$25,000	\$2,137,500	\$2,348,000	

Parks & Trails	Engineering	Legal/Administrative	Construction	Total	Notes
CIRTPA Trails Grant Projects ³	\$140,000	\$25,000	\$835,000	\$1,000,000	Assumes successful grant award on CIRTPA TAP Grant
<i>Totals</i>	\$140,000	\$25,000	\$835,000	\$1,000,000	

Notes

15th Street Bridge Replacement¹
CIRTPA Trails Grant Projects³

Per DOT agreement, 100% of construction costs paid by Iowa DOT for bridge and roadway improvements. (Anticipate \$337,500 paid in FY 22/23 and \$337,500 in FY 23/24).
City of Adel is applying for \$250,000 in CIRTPA Trails Grant dollars which would be used in financing a portion of estimated project costs.

**AMENDMENT NO. 1
TO THE
AGREEMENT FOR ENGINEERING SERVICES
FOR
Adel 2022 Street Resurfacing
Adel, IA**

This **Amendment** is made this 8th day of February, 2022 and shall amend the **Agreement** dated the 14th day of December, 2021, by and between *McClure, of Clive, Iowa* (herein referred to as "**Engineer**") and the *City of Adel, Iowa* (hereinafter referred to as "**Owner**"), for the proposed **Adel 2022 Street Resurfacing** project.

This Amendment authorizes the **Engineer** and establishes fees for the scope of services stated below. The Project Scope shall be amended as follows:

Exhibit C (Scope of Services), Section I (Project Description)

Add the following subsections:

- B. This scope of services is for the design services for the street and sidewalk improvements at the locations that were identified by the City Staff as shown in Exhibit "G" of the original agreement and as described below:
- a. Location 1: S. 16th Street – Green Street to Horse and Buggy Drive:
 - i. Install new sidewalk and ADA compliant ramps at Green Street and 16th Street.
 - ii. No sidewalk or sidewalk ramp replacement at S 16th Street and Horse and Buggy Dr.
 - iii. Replace broken curb and gutter.
 - iv. Install 3-inch overlay at center of roadway and 2-inch milling at gutter with 2-inch overlay to maintain drainage and prevent ponding in driveways.
 - b. Location 2: S. 16th Street – HyVue Street to Cedar Drive:
 - i. Install new ADA compliant sidewalk ramps at:
 - 1. HyVue Street and S. 16th Street - the four corners of (crossing all directions)
 - 2. Aspen Drive and S. 16th Street - the four corners of (crossing all directions)
 - 3. Maple Drive and S. 16th Street – North-South crossing for east leg (no east-west crossing)
 - ii. Replace broken curb and gutter.
 - iii. Full-depth patching and reconstruction between Aspen Drive and Maple Drive.
 - iv. Install 3-inch overlay at remaining locations within the corridor. Verification of drainage at intersections and driveways.
 - c. Location 3: Aspen Drive – S. 16th Street to S. 14th Street:
 - i. Install new ADA compliant sidewalk ramps at S. 16th Street – North-South crossing for east leg and no east-west crossing. Sidewalk ramps at S. 14th Street are to be used as constructed.
 - ii. Replace broken curb and gutter.
 - iii. Full-depth patching new S 16th Street intersection.
 - iv. Install 3-inch overlay at center of roadway and 2-inch overlay at gutter.
 - v. Adjust intakes to match new gutter flowline.
 - d. Location 4: Downtown Square and S. 9th Street and Prairie Street intersection:
 - i. Remove existing detectable warnings, install PCC sidewalk pavement base with cast iron detectable warnings, and reinstall removed brick. Detectable warnings are to be specially made due to curve radii.

- e. Location 5: Green Street – Visions Parkway to Nile Kinnick Drive:
 - i. Between Visions Parkway and S. 12th Street:
 - 1. Multiple full-depth patches with some full-depth patches around manholes in the middle of the roadway.
 - 2. Multiple mill and fill HMA locations.
 - 3. Multiple curb and gutter replacements.
 - ii. Intake replacement or north intake west of S. 12th Street intersection with curb and gutter replacement and replace south intake curb and gutter, and boxout.
 - iii. Install new ADA compliant sidewalk ramps at:
 - 1. Intersections at S. 12th Street - South leg's east-west crossing only.
 - 2. Intersection at S. 11th Street - South leg's east-west crossing. South leg's southeast corner's north-south crossing. North-south crossing north of southeast crossing's corner may need to be relocated to accommodate new location of Southeast corner's north-south crossing. North leg's east-west crossing.
 - 3. Intersection at S. 10th Street – Northwest corner's east-west crossing, northeast corner's east-west and north south crossing, southeast corner's east-west and north-south crossing, southwest corner's east-west crossing. No west leg north-south crossing.
 - 4. Intersection at S. 9th Street – All four corner and all directions.
 - 5. Nile Kinnick Drive – Northwest corner's east-west and north-south crossing and southwest corner's east-west and north-south crossing.
 - iv. Mill 3-inch and 3-inch HMA overlay from west of Nile Kinnick Drive to west of S. 12th Street.
 - v. Installing new pavement markings along Green Street from Visions Parkway to Nile Kinnick Drive.
 - vi. Curb and gutter replacement on both southwest and northwest corners of Nile Kinnick Drive and Greene Street intersection as well as at locations between S 9th Street to S. 11th Street.
 - vii. Replacing curb on southwest corner of Nile Kinnick Drive and Greene Street will impact traffic loops with new traffic loop installation needed.
 - viii. Install retaining wall at:
 - 1. Southwest corner of Greene Street and S. 11th Street to accommodate ADA compliant sidewalk and protect existing trees.
 - 2. Southwest corner of Greene Street and S. 9th Street to accommodate ADA complaint sidewalk.
 - ix. Retaining wall at southeast corner of Greene Street and S. 11th Street is expected to be used as constructed as sidewalk will be relocated to protect existing retaining wall.
- f. Location 6: Library and City Hall Sidewalk:
 - i. Replace sidewalk with ADA compliant sidewalk at all locations except along S. 9th Street.
 - ii. Remove stoop and replace with ramp or include bollard at steps.
 - iii. Replace four (4) antique light poles (provided by City) on existing foundations.
 - iv. Replace sidewalk at two entrance crossings north of Library/City Hall site, on S. 10th Street.
 - v. Additional concrete depth is located at this site for the old loading dock.
- g. Location 7: N 6th Street – Rapids Street to Main Street:

- i. Install new ADA compliant sidewalk ramps at:
 - 1. Intersection of Rapid Street and N. 6th Street – East-west crossing for south leg only.
 - 2. Intersection of N. 6th Street at Court Street – North-south crossings for east leg and west leg. East-west crossing on north and south legs are to be used as constructed.
 - 3. Intersection of N. 6th Street and Main Street – All four corner and all directions.
 - ii. Install new PCC alley way aprons.
 - iii. Reconstruct roadway with HMA pavement utilizing depth and subgrade per geotechnical analysis, including reconstructing the intersection of N 6th Street and Main Street.
 - iv. No sanitary sewer or water main improvements.
 - v. Storm sewer will be design an additional intakes and storm sewer pipe are expected in order to provide low points within the corridor due to poor profile slope of the existing N 6th Street.
 - h. Location 8: Cottage Street – S 5th Street east to end of existing overlay:
 - i. Replace intake top and curb and gutter around intake on norths side of curb on east end.
 - ii. Replace broken curb and gutter.
 - iii. Install full-depth patching around manhole at the 2nd driveway from the east on the south side.
 - iv. Install new ADA compliant sidewalk ramps at:
 - 1. Intersection of Cottage and S. 5th Street – Southwest corner north-south crossing to match new north ramp. Northwest corner's north-south crossing to use as existing as overlay will not extend to gutter. Remove northeast corner's north-south ramp due to no south connection
 - v. Box out manhole.
 - vi. Install 3-inch overlay including paving around the curve on the east end by milling existing HMA for runout.
 - i. Location 9: Police Station Parking Lot:
 - i. Mill 3-inch and overlay 3-inch in parking lot, remove east islands, and install pavement marking at island locations.
 - ii. Install ADA compliant sidewalk ramps at:
 - 1. Parking lot entrance
 - 2. Alley way
 - 3. Intersection of Prairie Street and S. 10th Street – All four corners in all directions.
 - iii. Re-align sidewalk as needed mid-block of S. 10th Street.
 - iv. Remove sidewalk and install parking stalls in alley.
 - v. Replace curb, gutter, and sidewalk between police station and 10th Street
 - vi. Remove trees and brick and install landscaping in front of police station off of S. 10th Street.
- C. The ENGINEER will complete the design, plans, contract documents, and bidding assistance for the proposed PROJECT. Construction Administration, construction staking, resident project representative, and closeout services will be performed under a separate agreement or amendment.

- D. The PROJECT will be let by means of a local letting, and the 2022 edition of Statewide Urban Design and Specifications (SUDAS) will be applicable to the design.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection D (Phase 400 – Preliminary Design)

Add the following subsections:

1. The ENGINEER shall perform preliminary design work necessary to further define the project scope and order of magnitude costs for the project.
2. Task 401 – Preliminary Design
 - a. Preliminary Roadway Geometrics
 - i. The ENGINEER will develop roadway geometrics for the PROJECT based upon the approved design criteria.
 - b. Preliminary Horizontal Alignment and Vertical Profiles
 - i. The ENGINEER will develop the horizontal alignment along each corridor and develop vertical profiles along S 16th Street large patch location and N 6th Street from Rapids Street to Main Street. This will include all side roads along N 6th Street.
 - c. Roadway Modeling and Cross Sections:
 - i. The ENGINEER will integrate refined alignments and profiles, and existing terrain to prepare a preliminary roadway model and cross sections for inclusion in the preliminary plans for S 16th Street patching location and N 6th Street from Rapids Street to Main Street.
 - ii. All cross sections will be at 25-foot intervals and entrance centerlines.
 - d. Preliminary Water Main and Sanitary Sewer Design
 - i. The ENGINEER will not develop preliminary design improvements for new water main and sanitary sewer.
 - e. Preliminary Storm Sewer Design
 - i. The ENGINEER will perform storm sewer design for N 6th Street (Location 7).
 - ii. A drainage report will not be developed for this PROJECT.
 - f. Preliminary Construction Staging and Traffic Control
 - i. The ENGINEER will develop a preliminary construction staging plan and preliminary traffic control notes. The plan will include property access during construction for the residential properties along the corridor.
 - ii. The ENGINEER will develop detour routes and signing for each stage of construction.
 - g. The ENGINEER will design and prepare 50% plan drawings for the locations and improvements as outlined in Exhibit 'C' (Scope of Services), Section 1 (Project Description) of this amendment and Exhibit 'G' of the original agreement. The 50% plans will include the following:
 - i. A-Sheets (Title Sheet)
 - ii. B-Sheets (Typical roadway sections and special details)
 - iii. C-Sheets (General notes)
 - iv. D-Sheets (Plan and Profile (if necessary) for patching and reconstruction limits, curb and gutter replacement locations, patching locations, mill and overlay locations, and intake and manhole improvement locations)
 - v. E-Sheets (Site Plan for Police Station and Library/City Hall sidewalk site)
 - vi. G-Sheets (Survey control and alignments (as necessary))
 - vii. J-Sheets (Staging layout and traffic control (including roadway closures and signing))
 - viii. O-Sheets (Two (2) retaining wall plan and profiles)
 - ix. S-Sheets (Sidewalk plan view layout as vertical design and tabulations to be performed during final design)
 - x. U-Sheets (Landscaping layout)
 - xi. W-Sheet (Preliminary cross sections for reconstructed streets at 25-ft intervals)

- h. Order of Magnitude Opinion of Probable Construction Costs
 - i. The ENGINEER will prepare one (1) Preliminary Plan Opinion of Probable Construction Cost with a 15% construction contingency for the project.
 - i. Furnish 50% Documents
 - i. The ENGINEER will submit and distribute a preliminary plan set to the OWNER for review and comment.
 - j. Quality Control for 50% Design
 - i. The ENGINEER will provide quality control for technical accuracy and general constructability for the preliminary project submittal.
 - ii. The ENGINEER shall review all comments received from the OWNER from the 50% design submittal review and incorporate applicable comments into plans, specifications, and Engineer's Opinion of Probable Construction Costs.
3. Task 413 – Geotechnical Design
- a. The ENGINEER will prepare soil boring layout and coordinate with the geotechnical drilling and testing subconsultant.
 - b. The ENGINEER will review field data and assign various laboratory tests, which are anticipated to consist of:
 - i. Water Content
 - ii. Atterberg Limits
 - iii. Dry Unit Weight
 - iv. Grain size distribution (sieve analyses)
 - v. Standard Proctor Test
 - vi. California Bearing Ratio (CBR)
 - vii. Direct Shear Test
 - c. The ENGINEER will provide geotechnical analyses and recommendations provided for soil treatments, if needed, and pavement design thickness for HMA pavement for N 6th Street between Rapids Street and Main Street. Plans will include plan and profile sheet(s) showing available geotechnical information and construction notes. The ENGINEER will provide recommendation for pavement drainage.
 - d. The ENGINEER will stake/mark the locations of the soil boring by spray paint in the field.
 - e. Scope of services does not include recommendations of corrosivity potential for soils with concrete or steel elements, does not include analyses and recommendation for slope stability and settlement, and does not include borrow design.
4. Task 431 – Landscape Enhancement Design
- a. McClure will produce one conceptual design for review with the owner in one virtual meeting session. Any revisions that come from that meeting will be addressed and then McClure will prepare landscape construction document plans that specifically locate and identifies all trees, shrubs, BMP plantings and groundcovers, including plant schedules and required planting details. Landscaping shall be low maintenance.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection E (Phase 500 – Final Design)

Add the following subsections:

- 1. Upon receipt of preliminary plan review comments from the OWNER, the ENGINEER shall proceed with final design, contract documents, specifications, and opinion of probable construction costs for the award of a single contract for the construction of the proposed improvements. Comments received from the Preliminary Design Phase plans will be implemented in the Final Design Phase plans.
- 2. Task 501 – Final Design

- a. The ENGINEER will prepare 95% (Check) plan drawings for the locations and improvements as outlined in Exhibit 'C' (Scope of Services), Section 1 (Project Description) of this amendment and Exhibit 'G' of the original agreement. The 95% (Check) plans will include the following:
 - i. A-Sheets (Title Sheet)
 - ii. B-Sheets (Typical roadway sections and special details)
 - iii. C-Sheets (Estimated construction quantities, estimate reference information, pertinent quantity tabulations, and general notes)
 - iv. D-Sheets (Plan and Profile (if necessary) for patching and reconstruction limits, curb and gutter replacement locations, patching locations, sidewalk removal and replacement locations, mill and overlay locations, and intake and manhole improvement locations)
 - v. F-sheets (Removal limits)
 - vi. G-Sheets (Survey control and alignments (as necessary))
 - vii. J-Sheets (Staging layout and traffic control (including roadway closures and signing))
 - viii. K-Sheets (Pavement marking layouts)
 - ix. L-Sheets (Intersection jointing and geometric details)
 - x. N-Sheets (Signal plans due to new loop)
 - xi. O-Sheets (Two (2) retaining wall plan and profiles)
 - xii. Q-Sheets (Soils sheets)
 - xiii. R-Sheets (Erosion Control Plan Sheets)
 - xiv. S-Sheets (Sidewalk layout and tabulation)
 - xv. U-Sheets (Landscaping layout)
 - xvi. W-Sheet (Final cross sections for reconstructed streets at 25-ft intervals)
- b. The ENGINEER shall prepare a Project Manual that will include:
 - i. Notice to Bidders
 - ii. Notice of Hearing and Letting
 - iii. Instruction to Bidders
 - iv. Proposal
 - v. Bid Bond
 - vi. Contract
 - vii. Performance, Payment, and Maintenance Bond
 - viii. Notice to Proceed
 - ix. Special Provisions
 1. Part 1 – General Conditions
 2. Part 2 – General Requirements
 3. Part 3 – Special Construction
 4. Part 4 – Project Specifications
 5. Part 5 – Project Location Requirements
- c. Order of Magnitude Opinion of Probable Construction Costs
 - i. The ENGINEER will prepare one (1) Check Plan Opinion of Probable Construction Cost for the PROJECT. This estimate will be based on final quantities with 0% construction contingency for the project.
- d. Furnish 95% Documents
 - i. The ENGINEER will submit and distribute a 95% (Check) plan set and bidding document to the OWNER for review and comment.
- e. Quality Control Final Design

- i. The ENGINEER will provide quality control for technical accuracy and general constructability for the preliminary PROJECT submittal.
 - ii. The ENGINEER shall review all comments received from the OWNER from the 95% design submittal review and incorporate applicable comments into plans, specifications, and Engineer's Opinion of Probable Construction Costs.
- f. Project Permitting
 - i. It is anticipated that there will be no permits required for this project and are not included as part of the project scope.
- g. Final Plans:
 - i. Furnish Final Plans and Project Manual
 - 1. The ENGINEER shall assemble the documents for final submittal to the OWNER. Deliverables will be submitted electronically as well as three (3) hard copies with a submittal letter.
 - ii. Order of Magnitude Opinion of Probable Construction Costs
 - 1. The ENGINEER will prepare one (1) Final Plan Opinion of Probable Construction Cost for the PROJECT. This estimate will be based on final quantities with 0% construction contingency for the project. The estimate shall be based on engineering judgement and does not represent a guarantee of actual construction costs. The ENGINEER has no control over the cost of labor, materials, equipment, market conditions, and the Contractor's method of determining prices.
- h. One bid alternate may be designed as part of this project.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection F (Phase 590 – Land Acquisition)

Add the following subsections:

- 1. Task 594 – Property Acquisition Exhibits and Individual Parcel Exhibits
 - a. The ENGINEER shall prepare an exhibit for property acquisition and will consist of a full-size strip plot with the major property acquisition elements on the aerial photograph. Includes coloring, lettering, and other techniques to delineate the proposed property acquisition needs, including property ownership name and address, existing property lines, proposed fee title right-of-way needs, and permanent/temporary easement needs.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection G (Phase 600 – Construction Administration)

Add the following subsections:

- 1. Task 602 – Advertising, Bidding, Contract Award
 - a. The ENGINEER shall assist OWNER in one (1) round of advertising for and obtaining bids from prospective Contractors.
 - i. Prepare Advertisement.
 - ii. ENGINEER will post Notice of Letting and OWNER will publish Public Hearing in accordance with Iowa Code.
 - iii. Maintain Planholder's List.
 - b. The ENGINEER shall provide Drawings, Specifications, and Bid Documents
 - i. The ENGINEER will upload drawings, specifications, and bid documents to Quest CDN and distribute documents to prospective Contractors. Hard copies will be available for Contractors for pick-up.
 - c. The ENGINEER shall prepare and issue addenda as needed
 - i. The ENGINEER shall prepare all required addenda to revise plans, specifications, and other contract documents in order to (1) provide

- clarifications, (2) correct discrepancies, and/or (3) add necessary details or contract alterations.
- d. Bidder Questions
 - i. The ENGINEER shall respond to bidder questions and publish written answers to all planholders at the discretion of the OWNER.
- e. The ENGINEER shall attend bid opening at OWNER's location (1 meeting).
 - i. The ENGINEER will develop bidding summary sheets for Contractor's to record bids at the meeting.
- f. Prepare bid tabulation
 - i. The ENGINEER shall develop tabulation of all bids received within three (3) working days.
- g. Review Bidders Qualifications
 - i. The ENGINEER shall evaluation of checking for correctness, qualifications of apparent low bidders, etc.
- h. The ENGINEER shall prepare contract and Performance, Payment, and Maintenance Bond and distribute executed construction contracts and provide letter of recommendation in making award of contract.
- i. The ENGINEER will be compensated for any re-bidding as requested by the OWNER based on established hourly rates and fixed expenses outlined in the ENGINEER's Standard Fee Schedule.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection I (Phase 700 – Survey Services)

Add the following subsections:

1. Task 730 – Topographic Survey

e. Boundary Survey

- i. The ENGINEER will perform boundary survey required for the development of the PROJECT. The boundary survey shall be in-depth legal surveys for which plats are to be developed.
- ii. This task includes a thorough search of City, County, and State records to review all surveys of record pertaining to the survey corridor, including County Auditor's Subdivision Plats, original governmental surveys, all irregular land survey, and road establishment records. Copies of such records are to be included in the project file for future reference.
- iii. This task includes obtaining sufficient field date to locate or establish property lines affected by the project to enable the preparation of the improvements plans. This includes locating section corners, property pins, and visible lines of occupation such as fences, field divisions, or any other lines indicating possession. A diligent effort must be made to recover existing land corner monuments necessary to describe the right-of-way along the project corridor.
- iv. Properties that need to boundary survey performed on are located in the following table:

Owner Name	
Parcel Address/Location	
Krause 1519 Greene Street	Cornuauud 1515 Hyvue Street
Knutzen 1604 Hyvue Street	Steensen 1603 Hyvue Street

Braun 1516 Hyvue Street	Grewell 1520 Aspen Drive
Wilderdyke 1519 Aspen Drive	Cox 875 S 16 th Street
Carew 1524 Maple Drive	Hurd 402 S 11 th Street
Wenger 403 S 11 th Street	Leininger 1102 Greene Street
Roberts 1014 Green Street	Hubbard 318 S 10 th Street
Stroeber 919 Greene Street	Youngman 408 S 10 th Street
Light 920 Greene Street	M & W Commercial Properties, LLC 409 S 9 th Street
Baldon 903 Greene Street	Casey's Marketing Company 816 Greene Street
Johnson 318 S 9 th Street	Casey's Marketing Company 802 Greene Street
M & W Commercial Properties, LLC 803 Greene Street	

- f. Right-of-Way and Easement Staking
 - i. The ENGINEER will up to two (2) additional site visits to mark property corners, easement limits, and construction limits to aid in the discussion and one-on-one meetings with adjacent property owners.
 - g. Soil Boring Location Survey
 - a. The ENGINEER will perform one (1) mobilization to mark and spray paint the soil boring locations.
 - h. Utility Relocation Staking
 - a. The ENGINEER will perform staking to aid in the relocation of franchise utilities. This task will include communication with utility companies regarding their needs and staking. This task includes one (1) staking effort per each utility company. A total of eight (8) hours has been estimated for this task.
 - i. Expanded Topographic Survey
 - a. The ENGINEER shall perform intake depths for N. 6th Street (Location 7) and perform Iowa One Call and survey of marked utilities for N 6th Street (Location 7).
2. Task 712 – Acquisition and Permanent Easement Plats
- a. Acquisition and Permanent Easement Plats
 - i. The ENGINEER will provide acquisition and/or permanent easement plat in accordance with Iowa Code for the PROJECT. This includes a certified drawing for each plat at a suitable scale depicting the needs for the PROJECT along with legal descriptions. Two (2) original signed Plats will be provided to the OWNER for the recording of the document at the Polk County Recorder's office. Monuments will be set at locations shown on the Acquisition Plat as required by Iowa Code. The estimated number of plats for this PROJECT are shown below:
 1. Acquisition Plats: Zero (0)
 2. Permanent Easement Plats: Two (2)

- ii. Temporary Easement Exhibits
 - 1. The ENGINEER will provide Temporary Construction Easement exhibits for each parcel required temporary construction easement for the PROJECT. The estimated number of temporary easement exhibits is six (6).
- iii. If the OWNER determines additional acquisition plats or legal descriptions are necessary, then the ENGINEER shall prepare these at a prorated cost.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection K (Phase 850 – Project Management and Coordination)

Add the following subsections:

- 1. Task 851 – Project Management and Coordination (assume six (6) months).
 - a. Project Management:
 - i. The project manager of the ENGINEER will be responsible for coordination with the OWNER.
 - ii. The ENGINEER will provide up to six (6) monthly progress reporting and project invoices to the OWNER.
 - iii. The ENGINEER will attend up to six (6) monthly council meetings to discuss the project progress.
 - iv. The ENGINEER will provide up to six (6) regular progress reports that will be digitally uploaded to the OWNER's website to keep the public informed.
 - v. The ENGINEER will conduct internal design review meetings.
 - vi. The ENGINEER will develop and maintain PROJECT schedule.
 - vii. The ENGINEER will contact APAI and discuss best options for HMA resurfacing and if interlayer is a good option for this project and pricing of the interlayer.
 - b. Design Development Meetings
 - i. The ENGINEER will maintain communications with the OWNER to review progress and discuss specific elements of the PROJECT design and receive direction from the OWNER.
 - ii. The ENGINEER will develop agenda, attend, and provide meeting minutes of one (1) preliminary design meeting to review preliminary plan design comments received by the OWNER, one (1) final design meeting to review check plan design comments received by the OWNER, and one (1) additional meeting included for miscellaneous purposes, and it is understood by the parties that the ENGINEER will attend additional meetings as needed to complete the PROJECT. For budget purposes, this will include up-to two (2) staff members of the ENGINEER.
 - c. Utility Coordination
 - i. The ENGINEER shall perform a total of one (1) joint utility coordination meeting with utility company representatives upon the conclusion of preliminary design. This meeting is to identify conflicts, review utility relocation plans prepared by utility companies, and help facilitate a schedule with the OWNER and utility companies to perform relocations. The ENGINEER will prepare an agenda, document discussions and decisions, and provide meeting minutes.
 - ii. The ENGINEER will perform one (1) focus coordination meeting with MidAmerican Energy to discuss potential impacts to overhead electric lines and utility poles, one (1) coordination meeting with UPN, one (1) coordination meeting with CenturyLink, one (1) coordination meeting with Windstream, one (1) coordination meeting with Mediacom, and one (1) coordination meeting with Adel Community Schools.
 - iii. The ENGINEER will review utility relocation plans provided by the franchise utilities. For budget purposes, the ENGINEER will review six (6) utility relocation plans.

- d. Individual Property Owner Meetings
 - i. The ENGINEER shall perform up to five (5) meetings with property owners along the corridor. The meetings are intended to discuss with the property owner the proposed improvements should specific issues come up during design that needs to be addressed with a property owner.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection M (Phase 950 – Subconsultant Fees and Reimbursable Expenses)

Add the following sections:

M. Phase 950 – Subconsultant Fees and Reimbursable Expenses

1. Task 960 – Subconsultants

a. Task 961 – Land Acquisition (JCG Land Services, Inc.)

- (i) The ENGINEER will retain the services of JCG Land Services, Inc. (JCG) to provide Real Estate Services for the PROJECT as a subconsultant to serve as the professional representative for both the ENGINEER and OWNER. The ENGINEER, with the assistance of JCG, will coordinate and manage the right-of-way acquisition process as an integral part of the management and scheduling of the PROJECT. The objective is to start the acquisition process early and proceed to a timely conclusion of right-of-way acquisition. The ENGINEER, with the assistance of JCG, will coordinate specialists and subconsultants involved in right-of-way acquisition.
- (ii) The following table summarizes the anticipated PROJECT right-of-way acquisitions, for which this scope of services task has been developed. Zero (0) appraisals are assumed to be needed for this PROJECT. Upon completion of final right-of-way design warrants appraisals, fees associated with these appraisals will be added via an amendment or separate agreement.

Owner Name Parcel Address/Location	Appraisal	Comp. Estimate	Fee Title	Temp. Ease.	Perm. Ease.
Krause 1519 Greene Street		1		1	
Hurd 402 S 11 th Street		1		1	1
Wenger 403 S 11 th Street		1		1	
Baldon 903 Greene Street		1		1	
Youngman 408 S 10 th Street		1		1	1
Leininger 1102 Greene Street		1		1	
Total		6		6	2

- (iii) The work task to be performed by the subconsultant under Real Estate Services shall include the following:
 - (a) Record of Property Ownership and Liens Certificates
 - 1. Based on the final design of the PROJECT, JCG will identify those parcels that are expected to be acquired in fee or encumbered by an easement to identify current ownership. For acquisition purposes, a Record of Ownership

and Liens report(s) will be obtained by JCG from an abstractor and verified to identify all the owners, easements and encumbrances, judgments, mortgages, and other interest holders needed to obtain possession of the interests in land being acquired. It is assumed that reports will be needed for two parcels, and the JCG will perform property research to locate the most recent vesting deeds to determine ownership of four parcels with Temporary Easement impacts. *The costs for procuring a Recertified Record of Ownership and Liens for any parcel will be a pass-through, reimbursable expense as noted on JCG's project Invoices and separate from JCG's initial budget*

(b) Public Hearing

1. If applicable, the OWNER will mail the Notice of Public Hearing and a Statement of Property Owner's Rights to all property owners and contract purchasers by regular mail not less than 30 days before the date of the hearing; and publish a notice of the public hearing at least 4 but not more than 20 days before the public hearing. Upon request, JCG will participate in the Public Hearing to explain the acquisition process.

(c) Compensation Valuation

1. JCG will prepare offers of compensation based upon current fair market value of similar property in the vicinity of the PROJECT. To adequately determine the fair market value of right of way sought to be acquired, JCG will search public records for comparable sales data for each land use type encountered and recommend Dollars-Per-Square-Foot unit values for use in the development of Compensation Estimates. It is assumed that JCG will prepare Compensation Estimates for six (6) impacted parcels. If the proposed acquisition for any parcel is above \$10,000 and complicated or estimated to exceed \$25,000.00, JCG will recommend the services of an experienced Eminent Domain Appraiser to prepare the appraisal products for the OWNER. Should appraisal reports be deemed necessary by the final design of the PROJECT or during negotiations, *the costs for procuring appraisal and review appraisal reports for each parcel will be a pass-through, reimbursable expense as noted on JCG's project Invoices.*

(d) Acquisition Process

1. Forms of easement documents and purchase agreements will be submitted to the OWNER for approval and acceptance. Where applicable, preparation of Warranty Deeds for the conveyance of fee ownership interests will be the responsibility of the Acquiring Authority's attorney, or other attorney to comply with state law.

JCG shall make a good faith effort to negotiate the purchase of the land, or interests in the land, needed for the PROJECT. JCG assumes there will be negotiations with owners of six (6) different properties. Should the number of negotiations increase based upon the final PROJECT design, JCG's project budget should increase proportionally by addendum. JCG shall make contacts with the property owners, tenants and/or their legal representative to explain the effect of the acquisition, answer questions, and make a written offer to acquire the property. Nonresident landowners shall be contacted by mail, return receipt requested if necessary. If an agreement cannot be reached with a property owner through good faith negotiations, JCG shall consider any evidence of value, or an appraisal provided by the

landowner; report landowner counteroffers; and/or make a recommendation whether a settlement should be attempted at an amount other than that previously offered. No action shall be taken based on such recommendations until it has been approved by the OWNER.

Negotiations shall be considered complete upon occurrence of one of the following:

- both the owner and tenant accept the offer or an administrative settlement, or
- either the owner or tenant fails or refuses to sign the offer or administrative settlement after four in-person meetings to discuss the associated acquisition and offer, or
- in the judgment of the OWNER, negotiations have reached an impasse.

JCG may enter extended negotiations (meetings beyond four unsuccessful attempts) upon the request of the OWNER or ACQUIRING AUTHORITY. Time associated with extended negotiations will be tracked on a time and materials basis and may warrant a change order if there is a budget overage. Design changes during negotiations that necessitate duplications of efforts and/or lead to extended negotiations will also be tracked and may warrant a change order, or change orders, in the event(s) of a budget overage. For every parcel on which negotiations have reached an impasse or that cannot be acquired by negotiated agreement, JCG shall deliver as much of the file to the ACQUIRING AUTHORITY as is necessary for their Attorney to begin preparation for the condemnation of the parcel.

(e) Closing Process

1. Upon completion of the acquisition of right of way, JCG will organize and verify data for each parcel file's closing and payment process and return the parcel file data to the OWNER for payment processing and recordation. The completed file will contain originals of all executed agreement, easement, and/or closing documents, a signed W-9 form, and, if necessary, an Allocation of Proceeds statement directing the split of payment(s) to be made.

(f) Relocation Assistance (Not Included in this Agreement)

1. As necessary, (under a separate time and materials addendum to this agreement) JCG will provide relocation assistance and advisory services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The relocation agent will meet with the OWNER and Acquiring Authority to review the program and discuss the scope of work before beginning any activities relating to relocation assistance. The JCG relocation assistance specialist will follow the general procedures, provide services, create, and maintain records, and submit reports and status reports as required by State and Federal procedures. The tasks involved with relocation activities include initial interviews with displaces, preparation of studies, presentation of offers, inspecting replacement properties, attending closings, monitoring moves, processing, and reviewing claims, and providing advisory assistance.

(g) Condemnation Support (Not Included in this Agreement)

1. In the event condemnation should become necessary, JCG will provide parcel file documents and information necessary for the OWNER and/or the ACQUIRING AUTHORITY's attorney, or other attorney, to file the Application for Condemnation. If requested, (under a separate time and materials addendum to this agreement) attend necessary meetings in support of the condemnation proceeding and/or appear as an expert witness at the condemnation hearing. In addition to the items contained in the Scope of Services for this Agreement, JCG will also provide additional support and administrative services as requested by the OWNER's attorney in support of the condemnation process on a case-by-case basis.

b. Geotechnical Borings

- i. The ENGINEER shall utilize a subconsultant for geotechnical boring operations along N 6th Street between Rapids Street and Main Street.
- ii. The subconsultant will perform three (3) soil borings along the roadway.
- iii. The subconsultant will perform truck mobilization, drilling, and traffic control during drilling operations.
- iv. The subconsultant will provide the ENGINEER with boring logs, summary, and spreadsheet of laboratory results and soil classifications (USCS).
- v. The preliminary boring layout is shown below:

Boring Numbers	Function	Proposed Depth (ft)
SB-01 through SB-03	Roadway	10 (30 feet total)
Total		30 feet

2. Task 970 – Reimbursable Permit and Publication Fees

- a. No permit fees are expected on this project.
- b. Notice of Hearing publication in the Dallas County News to be completed by OWNER.
- c. QuestCDN download fees are included.

Exhibit C (Scope of Services), Section IV (Fees), Subsection A (Basic Services)

Amend the following subsections:

Item	Original Agreement	Amendment #1	Total
1. Phase 100 – Preliminary Planning and Reports	\$ 0.00	\$ 0.00	\$ 0.00
2. Phase 200 – Existing Conditions	\$ 8,700.00	\$ 0.00	\$ 8,700.00
3. Phase 300 – Funding	\$ 0.00	\$ 0.00	\$ 0.00
4. Phase 400 – Preliminary Design and Plans			
a. Preliminary Design	\$ 0.00	\$ 83,800.00	\$ 83,800.00
b. Geotechnical Design	\$ 0.00	\$ 3,100.00	\$ 3,100.00
c. Landscaping Enhancement Design	\$ 0.00	\$ 5,000.00	\$ 5,000.00
5. Phase 500 – Final Design and Plans	\$ 0.00	\$ 71,800.00	\$ 71,800.00
6. Phase 590 – Land Acquisition	\$ 0.00	\$ 1,100.00	\$ 1,100.00
7. Phase 600 – Construction Administration	\$ 0.00	\$ 3,800.00	\$ 3,800.00
8. Phase 650 – Onsite Project Representative	\$ 0.00	\$ 0.00	\$ 0.00
9. Phase 700 – Survey Services			
a. Survey Services	\$26,600.00	\$ 7,200.00	\$ 33,800.00
b. Acquisition Plats and Legal Descriptions	\$ 0.00	\$ 6,000.00	\$ 6,000.00
10. Phase 800 – Project Closeout	\$ 0.00	\$ 0.00	\$ 0.00
11. Phase 850 – Project Management and Coord.	\$ 0.00	\$ 18,900.00	\$ 18,900.00
12. Phase 950 – Subconsultant and Reimbursables			
a. Land Acquisition Services (JCG Land Services)	\$ 0.00	\$ 19,500.00	\$ 19,500.00
b. Geotechnical Boings (Braun, Inc.)	\$ 0.00	\$ 4,000.00	\$ 4,000.00
c. Permit and Publication Fees	\$ 0.00	\$ 300.00	\$ 300.00
Lump Sum Fee for Basic Services:	\$35,300.00	\$224,500.00	\$259,800.00

Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the **Owner** fails to make monthly payments due the **Engineer**, the **Engineer** may, after giving (7) days written notice to the **Owner**, suspend services under this Agreement.

Exhibit C (Scope of Services), Section V (Additional Services Not Included in this Agreement)

Repeal and replace with the following:

- A) Subsurface Utility Investigation Test Holes.
- B) Joint Utility Trench Design.
- C) Septic system reconstruction plans.
- D) Construction Staking, RPR, and Construction Administration Services.
- E) Environmental and/or Cultural Review and Assessment.
- F) Street lighting design.
- G) Irrigation (lawn sprinkler) restoration plans or specifications.
- H) Media correspondences and public outreach planning documents.
- I) Boundary retracement of existing lots to set missing monuments.
- J) Land purchase costs, closing costs associated with land acquisition, and costs associated with condemnation process.
- K) Testing of any suspect environmental material, including but not limited to asbestos, radon, lead based paint, air quality, or industrial waste.
- L) Grant Administration.
- M) Preparation of bidding or contract documents for more than one alternate bid price.
- N) Appraisals fees and condemnation services.
- O) Record drawings.

- P) Material testing services.
- Q) Other permits not indicated within this scope.
- R) Any permit and publication fees associated with permit applications.
- S) Project management and coordination tasks beyond that scheduled project completion period.
- T) Special meetings and meetings not outlined in the Scope of Services.
- U) Other services not specifically outlined in this Agreement.

This **Amendment**, together with the original Agreement represents the entire and integrated agreement between the **Owner** and the **Engineer** and supersedes all prior negotiations, representations or agreements, either written or oral. This **Amendment** may be amended only by written instrument signed by both the **Owner** and the **Engineer**.

SPECIAL INSTRUCTIONS:

IN WITNESS WHEREOF, the parties hereto have made and executed this **AMENDMENT** as of the day and year first above written.

OWNER: CITY OF ADEL, IOWA

ENGINEER: MCCLURE, CLIVE, IOWA

By: _____
James F. Peters

By:  _____
Scott E. Port, P.E.

Title: Mayor

Title: Team Leader

**AMENDMENT NO. 1
TO THE
AGREEMENT FOR ENGINEERING SERVICES
FOR
Adel Rapids Street Reconstruction
Adel, IA**

This **Amendment** is made this 8th day of February, 2022 and shall amend the **Agreement** dated the 14th day of December, 2021, by and between *McClure, of Clive, Iowa* (herein referred to as "**Engineer**") and the *City of Adel, Iowa* (hereinafter referred to as "**Owner**"), for the proposed **Adel Rapid Street Reconstruction** project.

This Amendment authorizes the **Engineer** and establishes fees for the scope of services stated below. The Project Scope shall be amended as follows:

Exhibit C (Scope of Services), Section I (Project Description)

Add the following subsections:

- B. This scope of services is for the design services for the street improvements along Rapids Street (26-foot-wide PCC urban section) from N. 15th Street (including the intersection of Rapids Street and N. 15th Street intersection) to N. 9th Street (including N. 9th Street intersection). This includes reconstructing the approaches of N. 14th Street, N. 13th Street, N. 12th Street, N. 11th Street, N. 10th Street, and N. 9th Street of Rapids Street.
- C. Installing ADA compliant 5-foot-wide sidewalk along both sides of Rapids Street and sideroads within the project corridor limits, including new ADA complaint curb ramps. All 'carriage walkways' between the sidewalk and back of curb will be replaced. Driveways will be reconstructed to right-of-way and shown in the cross-section sheets. 'Special' driveways with vertical curves are not expected to be designed on this project.
- D. Installing new storm sewer along Rapids Street within the project limits from N 14th Street to N 9th Street and at the intersection of Rapids Street and N 15th Street. This also includes new storm sewer service stubs to be stubbed four feet outside of the proposed back of curb. The proposed storm sewer will connect to the existing 24-inch storm sewer along N 9th Street and is expected that the storm sewer will be installed under the gutter to avoid removing trees. The hold high school gym downspouts will be connected to the storm sewer system.
- E. Installing subdrain/footing drain along the project corridor. Subdrain/footing drain installation location will be determined during design.
- F. Removing or abandoning the existing 4-inch cast iron water main and installing new 8-inch water main from N 15th Street to N 10th Street along the north side of Rapids Street at the same location of the existing water main. Water main from N 10th Street to the east along Rapids Street is an existing 8-inch PVC water main and will be left in place. Water main along N 12th Street will be replaced within the project limits. The east water main along N 15th Street (4-inch cast iron) will be replaced within the project limits while the west water main along N 15th Street (10-inch DIP) will be left in place. Water service stubs will be replaced to new water service valves.
- G. Removing existing 8-inch clay sanitary sewer and installing a new 15-inch PVC sanitary sewer along the same alignment and profile of the existing sanitary sewer from the west end of the intersection of N 15th Street and Rapids Street to the existing manhole at the intersection of N 9th Street and Rapids Street. Sanitary sewer services will be replaced to the property line.
- H. Retaining walls are not anticipated on the PROJECT.
- I. Street lighting design and analysis is not anticipated for this PROJECT.

- J. Right-of-way and permanent easements are not anticipated for this PROJECT. Temporary easements may be necessary should lead or galvanized water services be encountered.
- K. The ENGINEER will provide assessment services for the OWNER. This includes policy development as well as plats and schedules as outlined below.
- L. The ENGINEER will complete the design, plans, contract documents, and bidding assistance for the proposed PROJECT. Construction administration, construction staking, resident project representative, and closeout services will be performed under a separate agreement or amendment.
- M. The PROJECT will be let by means of a local letting, and the 2022 edition of Statewide Urban Design and Specifications (SUDAS) will be applicable to the design.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection C (Phase 350 – Assessments)

Add the following subsections:

- 1. Task 352 – Policy Development
 - a. The ENGINEER shall develop up to three (3) assessment method options for the City to consider and compare. This includes one (1) option being the current City of Adel assessment policy, one (1) option following the Norwalk assessment policy, and one (1) other option (i.e. possibly the Flint Formula method, modified Flint Formula method, etc.).
 - b. The ENGINEER shall attend up to two (2) council meetings to discuss the assessment options and up to two (2) meetings with City staff to discuss the assessment options.
- 2. Task 353 – Plats and Schedules
 - a. The ENGINEER shall prepare one (1) set of Preliminary Assessment Plats and Schedules for the PROJECT. The assessment improvements will be based on the preliminary estimated costs for the total improvements.
 - i. The ENGINEER will develop the assessments based on the formula developed through the policy adopted by the OWNER as outlined in Task 352 of this amendment.
 - b. The ENGINEER shall prepare one (1) set of Final Assessment Plats and Schedules utilizing the actual project unit costs and apply these costs to the project.
 - c. The information necessary to prepare legal proceedings for the Preliminary and Final Assessments include:
 - i. Preliminary estimate of probable costs
 - ii. Areas to be assessed
 - iii. Kinds, sizes, and quantities of project bid items
 - iv. Beginning and ending points of the project
 - v. Assessment plats and schedules
 - vi. Final project cost
 - vii. Statement of Completion
 - d. Petition and Waiver: The OWNER may request assistance in obtaining signed Petition and Waiver documents from property holders within the assessment district. This assistance includes review of petition and waiver documents prepared by the OWNER and meetings with the property owners (up to ten (10) property owner meetings). In addition, the ENGINEER will coordinate the petition and waiver with the OWNER's legal representative.

- e. The ENGINEER shall participate in one (1) Public Hearing on Resolution of Necessity, one (1) separate public meeting, and assist the OWNER in answering any public questions concerning the assessments.
- f. The ENGINEER shall participate in one (1) meeting to discuss the preliminary assessment plat and schedules and one (1) meeting to discuss the final assessment plat and schedule.
- g. The ENGINEER will furnish three (3) copies of the Final Assessment Plats and Schedules to the OWNER.
- h.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection D (Phase 400 – Preliminary Design)

Add the following subsections:

1. Task 401 – Preliminary Design

- a. The ENGINEER will perform preliminary design services with the primary focus on geometric plans and profiles, existing and proposed utility locations, and right-of-way requirements. Incorporate potential elements that may affect the corridor improvements, including property impacts, construction staging, and traffic control operations. The preparation of preliminary design plans depicting the proposed grading, drainage, paving, signing, utility relocation, and other features of the PROJECT.
- b. Preliminary Roadway Geometrics
 - i. The ENGINEER will develop roadway geometrics for the PROJECT based upon the approved design criteria.
- c. Preliminary Horizontal Alignment and Vertical Profiles
 - i. The ENGINEER will develop the horizontal alignment and develop vertical profiles for Rapids Street and each side road connection to Rapids Street within the project corridor.
- d. Roadway Modeling and Cross Sections:
 - i. The ENGINEER will integrate refined alignments and profiles, and existing terrain to prepare a preliminary roadway model and cross sections for inclusion in the preliminary plans.
 - ii. All cross sections will be at 25-foot intervals and entrance centerlines.
- e. Preliminary Water Main and Sanitary Sewer Design
 - i. The ENGINEER will develop preliminary design improvements for new water main and sanitary sewer. This includes sanitary sewer horizontal and vertical alignment along the existing sanitary sewer location and water main horizontal and vertical alignment.
 - ii. The ENGINEER will evaluate the sanitary sewer capacity on Rapids Street with accommodation of future growth. This evaluation will be used to determine the sanitary sewer pipe sizing.
- f. Preliminary Storm Sewer Design
 - i. The ENGINEER will perform storm sewer and drainage design in accordance with SUDAS Stormwater Management Criteria, Standard Specifications.
 - ii. A drainage report will not be developed for this PROJECT.
- g. Preliminary Construction Staging and Traffic Control
 - i. The ENGINEER will develop a preliminary construction staging plan and preliminary traffic control notes. The plan will include property access during construction for the residential properties along the corridor.
 - ii. The ENGINEER will develop detour routes and signing for each stage of construction.

- h. Concept Plan Design:
The ENGINEER will design and prepare 30% plan drawings for the locations and improvements as outlined in Exhibit 'C' (Scope of Services), Section 1 (Project Description) of this amendment and Exhibit 'G' of the original agreement. The 30% plans will include the following:
- i. A-Sheets (Title Sheet)
 - ii. B-Sheets (Typical roadway sections and special details)
 - iii. D-Sheets (Rapids Street Plan and Profile)
 - iv. E-Sheets (Side Road Plan and Profiles)
 - v. G-Sheets (Survey control and alignments)
 - vi. J-Sheets (Staging layout and traffic control (including roadway closures))
 - vii. W-Sheet (Preliminary cross sections for Rapids Street at 25-ft intervals)
 - viii. X-Sheet (Preliminary cross sections for side road streets at 25-ft intervals)
- i. Order of Magnitude Opinion of Probable Construction Costs
- i. The ENGINEER will prepare one (1) Preliminary Plan Opinion of Probable Construction Cost with a 20% construction contingency for the project.
- j. Furnish 30% Documents
- i. The ENGINEER will submit and distribute a 30% preliminary plan set to the OWNER for review and comment.
- k. Quality Control 30% Design
- i. The ENGINEER will provide quality control for technical accuracy and general constructability for the preliminary project submittal.
 - ii. The ENGINEER shall review all comments received from the OWNER from the 30% design submittal review and incorporate applicable comments into plans, specifications, and Engineer's Opinion of Probable Construction Costs.
- l. Preliminary Plan Design:
The ENGINEER will design and prepare 60% plan drawings for the locations and improvements as outlined in Exhibit 'C' (Scope of Services), Section 1 (Project Description) of this amendment and Exhibit 'G' of the original agreement. The 60% plans will include the following:
- i. A-Sheets (Title Sheet)
 - ii. B-Sheets (Typical roadway sections and special details)
 - iii. C-Sheets (General notes)
 - iv. D-Sheets (Rapids Street Plan and Profile)
 - v. E-Sheets (Side Road Plan and Profiles)
 - vi. F-Sheets (Removals)
 - vii. G-Sheets (Survey control and alignments)
 - viii. J-Sheets (Staging layout and traffic control)
 - ix. M-Sheets (Storm sewer plan and profile)
 - x. MSA-Sheets (Sanitary sewer plan and profile)
 - xi. MWM-Sheets (Water main plan and profile)
 - xii. S-Sheets (Sidewalk plan view layout as vertical design and tabulations to be performed during final design)
 - xiii. U-Sheets (Special details)
 - xiv. W-Sheet (Preliminary cross sections for Rapids Street at 25-ft intervals)
 - xv. X-Sheet (Preliminary cross sections for side road streets at 25-ft intervals)

- m. Order of Magnitude Opinion of Probable Construction Costs
 - i. The ENGINEER will prepare one (1) Preliminary Plan Opinion of Probable Construction Cost with a 15% construction contingency for the project.
 - n. Furnish 60% Documents
 - i. The ENGINEER will submit and distribute a preliminary plan set to the OWNER for review and comment.
 - o. Quality Control 60% Design
 - i. The ENGINEER will provide quality control for technical accuracy and general constructability for the preliminary project submittal.
 - ii. The ENGINEER shall review all comments received from the OWNER from the 60% design submittal review and incorporate applicable comments into plans, specifications, and Engineer's Opinion of Probable Construction Costs.
2. Task 413 – Geotechnical Design
- a. The ENGINEER will prepare soil boring layout and coordinate with the geotechnical drilling and testing subconsultant.
 - b. The ENGINEER will review field data and assign various laboratory tests, which are anticipated to consist of:
 - i. Water Content
 - ii. Atterberg Limits
 - iii. Dry Unit Weight
 - iv. Grain size distribution (sieve analyses)
 - v. Standard Proctor Test
 - vi. California Bearing Ratio (CBR)
 - vii. Direct Shear Test
 - c. The ENGINEER will provide geotechnical analyses and recommendations provided for soil treatments, if needed, and pavement design thickness for PCC pavement for Rapids Street between N 15th Street and N 9th Street. Plans will include plan and profile sheet(s) showing available geotechnical information and construction notes. The ENGINEER will provide recommendation for pavement drainage.
 - d. The ENGINEER will stake/mark the locations of the soil boring by spray paint in the field.
 - e. Scope of services does not include recommendations of corrosivity potential for soils with concrete or steel elements, does not include analyses and recommendation for slope stability and settlement, and does not include borrow design.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection E (Phase 500 – Final Design)

Add the following subsections:

- 1. Upon receipt of preliminary plan review comments from the OWNER, the ENGINEER shall proceed with final design, contract documents, specifications, and opinion of probable construction costs for the award of a single contract for the construction of the proposed improvements. Comments received from the Preliminary Design Phase plans will be implemented in the Final Design Phase plans.
2. Task 501 – Final Design
- a. The ENGINEER will prepare 95% (Check) plan drawings for the locations and improvements as outlined in Exhibit 'C' (Scope of Services), Section 1 (Project Description) of this amendment and Exhibit 'G' of the original agreement. The 95% (Check) plans will include the following:

- i. A-Sheets (Title Sheet)
 - ii. B-Sheets (Typical roadway sections and special details)
 - iii. C-Sheets (Estimated construction quantities, estimate reference information, pertinent quantity tabulations, and general notes)
 - iv. D-Sheets (Rapids Street Plan and Profile)
 - v. E-Sheets (Side Road Plan and Profiles)
 - vi. F-sheets (Removal limits)
 - vii. G-Sheets (Survey control and alignments)
 - viii. J-Sheets (Staging layout and traffic control (including roadway closures and signing))
 - ix. K-Sheets (Pavement marking layouts)
 - x. L-Sheets (Intersection jointing and geometric details)
 - xi. M-Sheets (Storm sewer plan and profile)
 - xii. MSA-Sheets (Sanitary sewer plan and profile)
 - xiii. MWM-Sheets (Water main plan and profile)
 - xiv. Q-Sheets (Soils sheets)
 - xv. R-Sheets (Erosion Control Plan Sheets)
 - xvi. S-Sheets (Sidewalk layout and tabulation)
 - xvii. U-Sheets (Special details)
 - xviii. W-Sheet (Preliminary cross sections for Rapids Street at 25-ft intervals)
 - xix. X-Sheet (Preliminary cross sections for side road streets at 25-ft intervals)
- b. The ENGINEER shall prepare a Project Manual that will include:
- i. Notice to Bidders
 - ii. Notice of Hearing and Letting
 - iii. Instruction to Bidders
 - iv. Proposal
 - v. Bid Bond
 - vi. Contract
 - vii. Performance, Payment, and Maintenance Bond
 - viii. Notice to Proceed
 - ix. Special Provisions
 - 1. Part 1 – General Conditions
 - 2. Part 2 – General Requirements
 - 3. Part 3 – Special Construction
 - 4. Part 4 – Project Specifications
 - 5. Part 5 – Project Location Requirements
- c. Order of Magnitude Opinion of Probable Construction Costs
- i. The ENGINEER will prepare one (1) Check Plan Opinion of Probable Construction Cost for the PROJECT. This estimate will be based on final quantities with 5% construction contingency for the project.
- d. Furnish 95% Documents
- i. The ENGINEER will submit and distribute a 95% (Check) plan set and bidding document to the OWNER for review and comment.
- e. Quality Control Final Design
- i. The ENGINEER will provide quality control for technical accuracy and general constructability for the preliminary PROJECT submittal.
 - ii. The ENGINEER shall review all comments received from the OWNER from the 95% design submittal review and incorporate applicable comments into plans, specifications, and Engineer's Opinion of Probable Construction Costs.

- f. Project Permitting
 - i. NPDES Storm Water Permit
 - 1. The ENGINEER will obtain public notices and proof of publication, submitting Notice of Intent, and preparing the 'initial' Storm Water Pollution Prevention Plan (SWPPP) for the PROJECT using the OWNER's SWPPP template. The OWNER is responsible for implementation during construction.
 - 2. The ENGINEER is not responsible or liable for compliance with any storm water discharge requirements at the site other than the preparation of the Notice of Intent for Storm Water Discharge Permit #2 applicable on the site and creation of the 'initial' SWPPP for the site.
 - ii. The ENGINEER will develop and submit the Iowa DNR Water Supply Section – Construction Permit Application for the PROJECT.
 - iii. The ENGINEER will develop and submit the Iowa DNR Wastewater Construction Permit Application for the PROJECT.
- g. Final Plans:
 - i. Furnish Final Plans and Project Manual
 - 1. The ENGINEER shall assemble the documents for final submittal to the OWNER. Deliverables will be submitted electronically as well as three (3) hard copies with a submittal letter.
 - ii. Order of Magnitude Opinion of Probable Construction Costs
 - 1. The ENGINEER will prepare one (1) Final Plan Opinion of Probable Construction Cost for the PROJECT. This estimate will be based on final quantities with 0% construction contingency for the project. The estimate shall be based on engineering judgement and does not represent a guarantee of actual construction costs. The ENGINEER has no control over the cost of labor, materials, equipment, market conditions, and the Contractor's method of determining prices.
- h. Bid alternates will not be designed as part of this project.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection G (Phase 590 – Land Acquisition)
Phase 590 – Land Acquisition

- 1. Task 591 – Land Acquisition
 - a. It is expected that only Temporary Easements will be needed on this project. Work involving Permanent Easements or Fee Title will be completed under a separate agreement or amendment.
 - b. The ENGINEER shall prepare an exhibit for property acquisition and will consist of a full-size strip plot with the major property acquisition elements on the aerial photograph. Includes shading, lettering, and other techniques to delineate property ownership name and address, existing property lines, proposed fee title right-of-way needs, and permanent/temporary easement needs.
 - c. The ENGINEER shall mail letters to landowners about the need for temporary easements.
 - d. The ENGINEER shall meet with landowners up to one (1) time for 34 landowners. Additional meetings will be paid via a separate agreement or amendment.
 - e. The ENGINEER shall negotiate with landowners on a value for the Temporary Easement.
 - f. The ENGINEER shall prepare offer letters for Temporary Easements.
 - g. The ENGINEER shall coordinate purchase agreement for Temporary Easements only. If Permanent Easements or Fee Title are necessary, this will be completed via

amendment of separate agreement.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection G (Phase 600 – Construction Administration)

Add the following subsections:

1. Task 602 – Advertising, Bidding, Contract Award
 - a. The ENGINEER shall assist OWNER in one (1) round of advertising for and obtaining bids from prospective Contractors.
 - i. Prepare Advertisement.
 - ii. ENGINEER will post Notice of Letting and OWNER will publish Public Hearing in accordance with Iowa Code.
 - iii. Maintain Planholder's List.
 - b. The ENGINEER shall provide Drawings, Specifications, and Bid Documents
 - i. The ENGINEER will upload drawings, specifications, and bid documents to Quest CDN and distribute documents to prospective Contractors. Hard copies will be available for Contractors for pick-up.
 - c. The ENGINEER shall prepare and issue addenda as needed
 - i. The ENGINEER shall prepare all required addenda to revise plans, specifications, and other contract documents in order to (1) provide clarifications, (2) correct discrepancies, and/or (3) add necessary details or contract alterations.
 - d. Bidder Questions
 - i. The ENGINEER shall respond to bidder questions and publish written answers to all planholders at the discretion of the OWNER.
 - e. The ENGINEER shall attend bid opening at OWNER's location (1 meeting).
 - i. The ENGINEER will develop bidding summary sheets for Contractor's to record bids at the meeting.
 - f. Prepare bid tabulation
 - i. The ENGINEER shall develop tabulation of all bids received within three (3) working days.
 - g. Review Bidders Qualifications
 - i. The ENGINEER shall evaluation of checking for correctness, qualifications of apparent low bidders, etc.
 - h. The ENGINEER shall prepare contract and Performance, Payment, and Maintenance Bond and distribute executed construction contracts and provide letter of recommendation in making award of contract.
 - i. The ENGINEER will be compensated for any re-bidding as requested by the OWNER based on established hourly rates and fixed expenses outlined in the ENGINEER's Standard Fee Schedule.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection I (Phase 700 – Survey Services)

Add the following subsections:

1. Task 712 – Acquisition Plats and Legal Descriptions
 - a. On a as needed basis, the ENGINEER will develop up to 34 temporary easement plats. Plats may be needed should it be required to replace water services from lead or galvanized metal from the water main to the building.
 - b. At the time of this agreement, final requirements for service replacements are being written and it is unknown if water service replacements to the buildings are needed should the existing services be lead or galvanized steel.

- c. If the OWNER determines additional acquisition plats or legal descriptions are necessary, the ENGINEER shall prepare these via Amendment or Separate Agreement.
- 2. Task 735 – Preliminary Design Survey (Topographic and Boundary Survey)
 - a. Soil Boring Location Survey
 - i. The ENGINEER will perform one (1) mobilization to mark and spray paint the soil boring locations.
 - b. Utility Relocation Staking
 - i. The ENGINEER will perform staking to aid in the relocation of franchise utilities. This task will include communication with utility companies regarding their needs and staking. This task includes one (1) staking effort per each utility company.

Exhibit C (Scope of Services), Section II (Basic Services), Subsection K (Phase 850 – Project Management and Coordination)

Add the following subsections:

- 1. Task 851 – Project Management and Coordination (assume twelve (12) months).
 - a. Project Management:
 - i. The project manager of the ENGINEER will be responsible for coordination with the OWNER.
 - ii. The ENGINEER will provide up to twelve (12) monthly progress reporting and project invoices to the OWNER.
 - iii. The ENGINEER will attend up to twelve (12) monthly council meetings to discuss the project progress.
 - iv. The ENGINEER will conduct internal design review meetings.
 - v. The ENGINEER will develop and maintain PROJECT schedule.
 - b. Design Development Meetings
 - i. The ENGINEER will maintain communications with the OWNER to review progress and discuss specific elements of the PROJECT design and receive direction from the OWNER.
 - ii. The ENGINEER will develop agenda, attend, and provide meeting minutes of one (1) concept design meeting to review concept plan design comments received by the OWNER, one (1) preliminary design meeting to review preliminary plan design comments received by the OWNER, one (1) final design meeting to review check plan design comments received by the OWNER, and one (1) additional meeting included for miscellaneous purposes, and it is understood by the parties that the ENGINEER will attend additional meetings as needed to complete the PROJECT. For budget purposes, this will include up-to two (2) staff members of the ENGINEER.
 - c. Utility Coordination
 - i. The ENGINEER will submit electronic plans to each franchise utility within the project corridor for the 30%, 60%, and 100% plans.
 - ii. The ENGINEER shall perform a total of one (1) joint utility coordination meeting with utility company representatives upon the conclusion of preliminary design. This meeting is to identify conflicts, review utility relocation plans prepared by utility companies, and help facilitate a schedule with the OWNER and utility companies to perform relocations. The ENGINEER will prepare an agenda, document discussions and decisions, and provide meeting minutes.

- iii. The ENGINEER will perform one (1) focus coordination meeting with MidAmerican Energy to discuss potential impacts to overhead electric lines and utility poles, one (1) coordination meeting with UPN, one (1) coordination meeting with CenturyLink, one (1) coordination meeting with Windstream, one (1) coordination meeting with Mediacom, and one (1) coordination meeting with Adel Community Schools.
- iv. The ENGINEER will review utility relocation plans and provided by the franchise utilities. For budget purposes, the ENGINEER will review six (6) utility relocation plans.
- d. Project Information Meeting
 - i. The ENGINEER will conduct two (2) project information meeting that will be attended by two (2) staff members of the ENGINEER. The purpose of the meeting will be to provide a brief overview of the proposed improvements, provide discussion of the reconstruction plan, and gather information on concerns, priorities, and specific issues of the adjacent property owners and other affected parties.
 - ii. The ENGINEER will prepare display materials, comments and sign-in sheets, and project hand out information for the meeting.
 - iii. The ENGINEER will compile written and oral comments and submit to the OWNER.
 - iv. Reserving of the meeting facility (City Hall) and the mailing of the public notification will be completed by the OWNER.
- b. Committee Meetings
 - i. The ENGINEER will attend up to two (2) Street Committee meetings to discuss the PROJECT and to answer any questions. Attendance will include up to two (2) staff members of the ENGINEER.

Exhibit C (Scope of Services), Section II (Basic Services)

Add the following sections:

M. Phase 950 – Subconsultant Fees and Reimbursable Expenses

1. Task 960 – Subconsultants

a. Geotechnical Borings

- i. The ENGINEER will retain services of a subconsultant to provide boring services for the PROJECT as a subconsultant.
- ii. The subconsultant will perform six (6) soil borings (including pavement cores) along Rapids Street.
- iii. The subconsultant will coordinate with the OWNER for any necessary permits and perform truck mobilization, drilling, and traffic control during drilling operations.
- iv. The subconsultant will provide the ENGINEER with boring logs, summary, and spreadsheet of laboratory results and soil classifications (USCS and AASHTO).
- v. The preliminary boring layout is shown below:

Boring Numbers	Function	Proposed Depth (ft)
SB-01 through SB-06	Roadway	10 (60 feet total)
Total		60 feet

2. Task 970 – Reimbursable Permit and Publication Fees

- a. Iowa DNR NPDES Stormwater Discharge Permit publication in the Des Moines Register.
- b. Iowa DNR NPDES Stormwater Discharge Permit Fee.

- c. Iowa DNR Water Supply Section – Construction Permit Application is expected to be included on the PROJECT.
- d. Iowa DNR Wastewater Construction Permit Application is expected to be included on the PROJECT.
- e. Notice of Hearing publications in the Dallas County News to be completed by OWNER.
- f. QuestCDN download fees are included.

Exhibit C (Scope of Services), Section III (Fees), Subsection A (Basic Services)

Amend the following subsections:

Item	Original Agreement	Amendment # 1	Project Total
2. Phase 100 – Preliminary Planning and Reports	\$ 0.00	\$ 0.00	\$ 0.00
3. Phase 200 – Existing Conditions	\$ 0.00	\$ 0.00	\$ 0.00
4. Phase 300 – Funding	\$ 0.00	\$ 0.00	\$ 0.00
5. Phase 350 – Assessments	\$ 0.00	\$ 57,400.00	\$ 57,400.00
6. Phase 400 – Preliminary Design and Plans	\$ 0.00	\$ 168,500.00	\$ 168,500.00
7. Phase 500 – Final Design and Plans	\$ 0.00	\$ 97,900.00	\$ 97,900.00
8. Phase 590 – Land Acquisition	\$ 0.00	\$ 26,100.00	\$ 0.00
9. Phase 600 – Construction Administration	\$ 0.00	\$ 3,900.00	\$ 3,900.00
10. Phase 650 – Onsite Project Representative	\$ 0.00	\$ 0.00	\$ 0.00
11. Phase 700 – Survey Services			
a. Task 712 – Acquisition Plats	\$ 0.00	\$ 22,600.00	\$ 22,600.00
b. Task 735 – Preliminary Design Survey	\$ 36,000.00	\$ 6,700.00	\$ 42,700.00
12. Phase 800 – Project Closeout	\$ 0.00	\$ 0.00	\$ 0.00
13. Phase 850 – Project Management and Coord.	\$ 0.00	\$ 39,700.00	\$ 39,700.00
14. Phase 950 – Subconsultant and Reimbursables			
a. Geotechnical Boings (Braun, Inc.)	\$ 0.00	\$ 6,200.00	\$ 6,200.00
b. Permit and Publication Fees	\$ 0.00	\$ 900.00	\$ 900.00
Lump Sum Fee for Basic Services:	\$ 36,000.00	\$ 429,900.00	\$ 465,900.00

Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the **Owner** fails to make monthly payments due the **Engineer**, the **Engineer** may, after giving (7) days written notice to the **Owner**, suspend services under this Agreement.

Exhibit C (Scope of Services), Section IV (Additional Services Not Included in this Agreement)

Repeal and replace with the following:

- A) Subsurface Utility Investigation Test Holes.
- B) Joint Utility Trench Design.
- C) Septic system reconstruction plans.
- D) Construction Staking, RPR, and Construction Administration Services.
- E) Environmental and/or Cultural Review and Assessment.
- F) Street lighting design.
- G) Irrigation (lawn sprinkler) restoration plans or specifications.
- H) Media correspondences and public outreach planning documents.
- I) Boundary retracement of existing lots to set missing monuments.
- J) Preparation of Acquisition Plats and Legal Descriptions.
- K) Right-of-Way and Easement staking.

- L) Land purchase costs, closing costs associated with land acquisition, and costs associated with condemnation process.
- M) Testing of any suspect environmental material, including but not limited to asbestos, radon, lead based paint, air quality, or industrial waste.
- N) Grant Administration.
- O) Preparation of bidding or contract documents for alternate bid prices.
- P) Right-of-Way Services, including Individual Parcel Exhibits, Preparation of Parcel Files, Appraisals and Compensation Estimates, Appraisal Review, Right-of-Way Negotiations/Acquisitions, Closing, Condemnation Services.
- Q) Record drawings.
- R) Material testing services.
- S) Other permits not indicated within this scope.
- T) Any permit and publication fees associated with permit applications.
- U) Project management and coordination tasks beyond that scheduled project completion period.
- V) Special meetings and meetings not outlined in the Scope of Services.
- W) Other services not specifically outlined in this Agreement.

This **Amendment**, together with the original Agreement represents the entire and integrated agreement between the **Owner** and the **Engineer** and supersedes all prior negotiations, representations or agreements, either written or oral. This **Amendment** may be amended only by written instrument signed by both the **Owner** and the **Engineer**.

IN WITNESS WHEREOF, the parties hereto have made and executed this **AMENDMENT** as of the day and year first above written.

OWNER: CITY OF ADEL, IOWA

ENGINEER: MCCLURE, CLIVE, IOWA

By: _____
James F. Peters

By:  _____
Scott E. Port, P.E.

Title: Mayor

Title: Team Leader

Water & Sewer Committee
Tuesday, September 7, 2021 – Meeting Minutes

The City of Adel's Water & Sewer Committee met in the council chambers at Adel City Hall. Ockerman called the meeting to order at 6:37 p.m. Members present: Christensen, Miller, and Ockerman. Others present: Council Members McAdon and Selby, City Administrator Brown, Public Works Director Overton, and McClure reps. Schug and Brons.

NEW BUSINESS

a) December 1, 2020 Minutes

This item was not considered because the minutes were not ready.

b) Wastewater Treatment Plant Lab & Administration Building Update

Ockerman stated that this item was not in the original bid, but McClure has been working with the contractor and USDA-RD. Brons provided an overview of the building's layout and noted that it will be used for daily testing. Woodruff Construction has suggested it could change order this building in for \$1.04 million. Brons stated that prices have increased dramatically since last year.

Christensen asked about future expansion, which Brons confirmed would be feasible. Brons stated that he will be working with Ahlers & Cooney on the change order amount, as USDA-RD defers to the State. If the change order pricing is not fair, the City will proceed with a bid process.

Brons stated that USDA-RD expects to have additional loan funds if we can apply before September 30. Ockerman asked about the grant funds, which Brons confirmed are used last. Christensen asked about the effects of the 2020 Census; Brons noted that USDA-RD may not use those figures until next year.

The committee agreed on the importance of this project and asked for an agenda item for the council.

OTHER BUSINESS

Brons gave an update on the Wastewater Treatment Plant project. Brown asked about potential odors from the new plant; Brons stated that they would be more controlled but still possible. Developers can build close to the plant, but the City cannot expand the plant within 1,000 feet of homes.

Ockerman asked about the next storm water projects. Brons stated that some work can be done at Bailey Court and Aaron Court, though more thorough improvements would require updating the preliminary engineering report. Overton stated that a local contractor would be necessary.

Ockerman asked about the new elementary school and potential sanitary sewer upgrades in that area. Brons stated that the flows could be directed to Main Street, but more details are needed.

Brons noted that City staff has mentioned using the American Rescue Plan funds to replace Well #2.

ADJOURNMENT – 7:20 p.m.

Respectfully submitted: Anthony Brown, City Administrator

**USDA Loan #6
Draw #12**

Vendor	Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Date Paid	Check Number
Blue Ribbon Builders	01/05/22	7	High Service Pump Building	\$ 69,920.00		
McClure	12/31/21	137407	ADL - Water System Improvements, Phase 2, Water Treati	\$ 4,020.00	01/18/22	014178
Peoples Bank			Wire Fee	\$ 5.00		

Total \$ 73,945.00

Agency Loan	\$ 4,713,000.00
Agency Grant	\$ 1,250,000.00
Expenditures to Date	\$ (4,202,053.10)
Interim Interest	\$ (18,120.60)
Funds Remaining	<u>\$ 1,742,826.30</u>

Project Description: Behr Estates Lift Station and Force Main

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
1	Mobilization and Bonding	1	LS	\$ 85,000	\$ 85,000
2	Clearing and Grubbing	1.5	AC	\$ 10,000	\$ 15,000
3	Topsoil, On-Site	2,885	CY	\$ 3.00	\$ 8,655
4	Trench Foundation Rock	200	TN	\$ 32	\$ 6,400
5	Replacement of Unsuitable Backfill Materials	300	CY	\$ 25	\$ 7,500
6	Trench Compaction Testing	1	LS	\$ 5,000	\$ 5,000
7	Dewatering Excavation	1	LS	\$ 30,000	\$ 30,000
8	Sanitary Sewer Gravity Main, DIP, 12-in Diameter	0	LF	\$ 225	\$ -
9	Sanitary Sewer Gravity Main, PVC, 12-in Diameter	515	LF	\$ 120	\$ 61,800
10	Sanitary Sewer Gravity Main, Trenchless, RJ PVC, 12-in Diameter w/ Casing	385	LF	\$ 400	\$ 154,000
11	Sanitary Sewer Force Main, PVC, 6-in Diameter	2,080	LF	\$ 45	\$ 93,600
12	Sanitary Sewer Force Main, Trenchless, PVC, 6-in Diameter	520	LF	\$ 120	\$ 62,400
13	Sanitary Sewer Force Main, Trenchless, PVC, 6-in Diameter w/ Casing	120	LF	\$ 300	\$ 36,000
14	Sewage Air Release Valve, 2-in	2	EA	\$ 3,500	\$ 7,000
15	Post Construction CCTV Inspection of Sanitary Sewer	900	LF	\$ 2.50	\$ 2,250
16	Fittings, DIP	1,000	LB	\$ 11.00	\$ 11,000
17	Manhole, Type SW-301, 48-in Diameter	5	EA	\$ 7,500	\$ 37,500
18	Connection to Existing Sanitary Manhole	1	EA	\$ 7,500	\$ 7,500
19	Manhole Marker	5	EA	\$ 125	\$ 625
20	Pavement, PCC, 8-In	150	SY	\$ 75	\$ 11,250
21	Pavement, HMA, 7-In	0	SY	\$ 60	\$ -
22	Pavement, Granular, Class A	250	TN	\$ 45	\$ 11,250
23	Temporary Traffic Control	1	LS	\$ 15,000	\$ 15,000
24	Uncharted Utilities Parallel	400	EA	\$ 50	\$ 20,000
25	Uncharted Utilities Crossing	20	EA	\$ 700	\$ 14,000
26	Drain Tile Repair	10	EA	\$ 750	\$ 7,500
27	Seeding, Urban, Type 2	2.7	AC	\$ 2,500	\$ 6,750
28	Seeding, Temporary, Type 5	2.7	AC	\$ 1,250	\$ 3,375
29	Storm Water Pollution Prevention Plan Preparation	1	LS	\$ 2,500	\$ 2,500
30	Storm Water Pollution Prevention Plan Management	1	LS	\$ 5,000	\$ 5,000
31	Temporary Rolled Erosion Control Products	500	SQ	\$ 10	\$ 5,000
32	Silt Fence/Silt Fence Ditch Check	5,190	LF	\$ 2.00	\$ 10,380
33	Silt Fence/Silt Fence Ditch Check, Removal of Sediment	5,190	LF	\$ 0.25	\$ 1,298
34	Silt Fence/Silt Fence Ditch Check, Removal of Device	5,190	LF	\$ 0.25	\$ 1,298
35	Construction Stabilized Construction Entrance	100	TN	\$ 45	\$ 4,500
36	Fencing, Remove and Replace	0	LF	\$ 15.00	\$ -
37	Concrete Washout Pits	1	LS	\$ 500	\$ 500
38	Mechanical Screening	1	LS	\$ 150,000	\$ 150,000
39	0.500-MGD (375 GPM) Lift Station, Complete	1	LS	\$ 750,000	\$ 750,000
40	Extension of 3-Phase Power Supply from Mid American Energy	1	LS	\$ 125,000	\$ 125,000
Estimated Construction Cost - Subtotal					\$ 1,775,830
Temporary Easements					\$ 25,000
Permanent Easements					\$ 57,000
Land Acquisition (Fee Simple)					\$ 100,000
Contingency Allowance (10%)					\$ 178,000
Engineering, Legal, Administrative					\$ 444,000
ENGINEER'S OPINION OF PROBABLE PROJECT COST					\$ 2,579,830

SAY \$ 2,580,000

Project Description: Behr Estates Lift Station and Force Main

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
1	Mobilization and Bonding	1	LS	\$ 146,500	\$ 146,500
2	Clearing and Grubbing	1.5	AC	\$ 15,000	\$ 22,500
3	Topsoil, On-Site	2,885	CY	\$ 6.00	\$ 17,310
4	Trench Foundation Rock	200	TN	\$ 45	\$ 9,000
5	Replacement of Unsuitable Backfill Materials	300	CY	\$ 30	\$ 9,000
6	Trench Compaction Testing	1	LS	\$ 6,000	\$ 6,000
7	Dewatering Excavation	1	LS	\$ 35,000	\$ 35,000
8	Sanitary Sewer Gravity Main, DIP, 12-in Diameter	0	LF	\$ 225	\$ -
9	Sanitary Sewer Gravity Main, PVC, 12-in Diameter	515	LF	\$ 130	\$ 66,950
10	Sanitary Sewer Gravity Main, Trenchless, RJ PVC, 12-in Diameter w/ Casing	385	LF	\$ 750	\$ 288,750
11	Sanitary Sewer Force Main, PVC, 6-in Diameter	2,080	LF	\$ 65	\$ 135,200
12	Sanitary Sewer Force Main, Trenchless, PVC, 6-in Diameter	520	LF	\$ 130	\$ 67,600
13	Sanitary Sewer Force Main, Trenchless, PVC, 6-in Diameter w/ Casing	120	LF	\$ 650	\$ 78,000
14	Sewage Air Release Valve, 2-in	2	EA	\$ 3,000	\$ 6,000
15	Post Construction CCTV Inspection of Sanitary Sewer	900	LF	\$ 4.50	\$ 4,050
16	Fittings, DIP	1,500	LB	\$ 15.00	\$ 22,500
17	Manhole, Type SW-301, 48-in Diameter	5	EA	\$ 7,500	\$ 37,500
18	Connection to Existing Sanitary Manhole	1	EA	\$ 10,000	\$ 10,000
19	Manhole Marker	5	EA	\$ 300	\$ 1,500
20	Pavement, PCC, 8-In	150	SY	\$ 75	\$ 11,250
21	Pavement, HMA, 7-In	0	SY	\$ 70	\$ -
22	Pavement, Granular, Class A	500	TN	\$ 35	\$ 17,500
23	Temporary Traffic Control	1	LS	\$ 20,000	\$ 20,000
24	Drain Tile Repair	10	EA	\$ 850	\$ 8,500
25	Seeding, Urban, Type 2	2.7	AC	\$ 3,500	\$ 9,450
26	Seeding, Temporary, Type 5	2.7	AC	\$ 1,750	\$ 4,725
27	Storm Water Pollution Prevention Plan Preparation	1	LS	\$ 2,500	\$ 2,500
28	Storm Water Pollution Prevention Plan Management	1	LS	\$ 5,000	\$ 5,000
29	Temporary Rolled Erosion Control Products	500	SQ	\$ 15	\$ 7,500
30	Silt Fence/Silt Fence Ditch Check	5,190	LF	\$ 2.25	\$ 11,678
31	Silt Fence/Silt Fence Ditch Check, Removal of Sediment	5,190	LF	\$ 0.25	\$ 1,298
32	Silt Fence/Silt Fence Ditch Check, Removal of Device	5,190	LF	\$ 0.50	\$ 2,595
33	Construction Stabilized Construction Entrance	100	TN	\$ 55	\$ 5,500
34	Fencing, Remove and Replace	0	LF	\$ 15	\$ -
35	Concrete Washout Pits	1	LS	\$ 1,250	\$ 1,250
36	0.500-MGD (375 GPM) Lift Station, Complete	1	LS	\$ 900,000	\$ 900,000
Estimated Construction Cost - Subtotal					\$ 1,972,105
Temporary Easements					\$ 25,000
Permanent Easements					\$ 57,000
Land Acquisition (Fee Simple)					\$ 100,000
Extension of 3-Phase Power Supply from Mid American Energy					\$ 125,000
Contingency Allowance (15%)					\$ 296,000
Engineering, Legal, Administrative* (20%)					\$ 394,500
ENGINEER'S OPINION OF PROBABLE PROJECT COST					\$ 2,969,605

SAY \$ 2,970,000

Anthony Brown

Subject: RE: Metcalf Properties - Sanitary Sewer

EDITED FOR CLARITY

Sanitary Sewer Scope of Work

- Identify service area for Southwest Basin (including, but not limited to Metcalf property)
- Identify sanitary sewer design flows/loads for Southwest Basin (this area was excluded from the South Annex Utilities Extension Evaluation, completed in 2017)
- Identify capacity and condition of existing sanitary sewer infrastructure downstream of Southwest Basin
 - Main Street trunk sewer
 - Greene Street sewer
 - Main Lift Station/force main
 -
 - Could involve limited to extensive sanitary sewer flow monitoring for areas upstream of the Main Lift Station, depending on desired alternatives
 - Could involve hydraulic modeling
- Develop service alternatives and cost estimates for any necessary improvements, including potential future growth to west outside of initial service area
- Develop financing plan for any necessary improvements
 - Possibility to create connection fee district

Water and Stormwater Scope of Work

- Identify water demands for Southwest Basin (high-level needs were included with the South Annex Utilities Extension Evaluation)
- Update alternatives and cost estimates for recommended improvements included with the South Annex Utilities Extension Evaluation
- Identify capacity and condition of existing stormwater infrastructure within Southwest Basin
- Develop alternatives and cost estimates for any necessary improvements to stormwater infrastructure
- Develop financing plan for any necessary improvements (water and stormwater)

Thank you,



ALEX POTTER, P.E.*
TEAM LEADER

Your vision. Engineered here.

1740 Lininger Lane | North Liberty, IA 52317
O: (319) 626-9090 ext. 2030 | C: (319) 530-7760 | F: (319) 626-9095

*IA, MO



TECHNICAL MEMORANDUM

DATE	4/18/2017	PROJECT	MEC 2314008-06
TO	Anthony Brown, City of Adel		
CC	Planning & Zoning Commission, City of Adel Kip Overton, City of Adel		
FROM	Curt Kampman, P.E., McClure Engineering Company		
SUBJECT	South Annex Utilities Extension Evaluation, City of Adel, Iowa		

Introduction

The City of Adel recently received a petition for expansion of the City's existing corporate limits to include an area of approximately 1,013 acres to the south of the existing corporate limits. Considering this petition and the associated growth in the area, the City engaged McClure Engineering Company (MEC) to complete the following tasks:

- 1) Identify and evaluate the condition of existing water and wastewater infrastructure in the region, as well as the current and future land use in the region.
- 2) Determine the design drinking water demand and design wastewater flows and loads for the region based on these land use projections, and identify alternatives for serving these needs.
- 3) Estimate the anticipated costs associated with providing the required major water and wastewater components for servicing this area.
- 4) Identify and evaluate the available funding sources for the required improvements.

This memorandum comprises the findings, results, and conclusions of these tasks.

Background

Population Growth

As a result of several factors, the City has been experiencing significant growth over the past several years. In response to this growth and as a result of property owner interest, the City expanded its corporate limits to include additional undeveloped property to the east of the North Raccoon River along Highway 6, in what has been termed the East Annex. An additional annexation proposal has been presented to the City which would extend the City's incorporated boundaries to the south along Highway 169 and has been termed the South Annex.

Development Boundaries South of Adel

The currently proposed Southern Annexation is part of a larger undeveloped area south of the City, and in order to properly identify, locate, and size infrastructure for the proposed annexation area, the wider development impacts must be examined as well. With this in mind, the ultimate evaluation area south of the City which was considered as part of this evaluation was bounded by the following:

- Northern Limit: 300th Street (Greene Street) and the City's existing corporate limits

- Eastern Limit: North Raccoon River
- Southern Limit: South Raccoon River
- Western Limit: L Avenue (County Road P58)

This memorandum evaluated four scenarios for assessment of growth and utility demand within the ultimate development area, which has been termed the Southern Development Region:

South Annexation – North of the South Raccoon River (As Proposed)

The current South Annexation petition consists of 881 acres in twenty-four parcels from six owners which have voluntarily agreed to be included in the petition. An additional 132 acres in six parcels from six owners have also been included in the proposed annexation in order for the annexation to remain contiguous with current corporate limits, as shown in Exhibit A. State regulations require that a minimum 80% of land included in an annexation be voluntary, while up to 20% may be involuntary. The South Annexation proposed for evaluation in this memorandum meets this requirement, with close to 87% of the area being voluntary.

The current South Annexation proposal, encompassing a total of 1,013 acres, extends beyond the City's 2-Mile Protection Boundary and also intrudes into the City of De Soto's 2-Mile Protection Boundary. As a result, completion of the annexation as proposed would require the approval of the State of Iowa's City Development Board as well as notification of the City of De Soto.

South Annexation – North of De Soto Boundary

Given the interactions within the City's of De Soto's 2-Mile Protection Boundary, a second evaluation was completed for the proposed annexation area by considering only those parcels which are included in the proposed annexation limits and do not have more than 50% of their area within the City of De Soto's 2-Mile Protection Limit. This area, which can also be seen in Exhibit A and is still within the 80/20 requirement, consists of 535 voluntary acres in fifteen parcels, and an additional 132 acres in six parcels involuntarily included, for a total of 667 acres.

Southern Development Region – North of De Soto Boundary

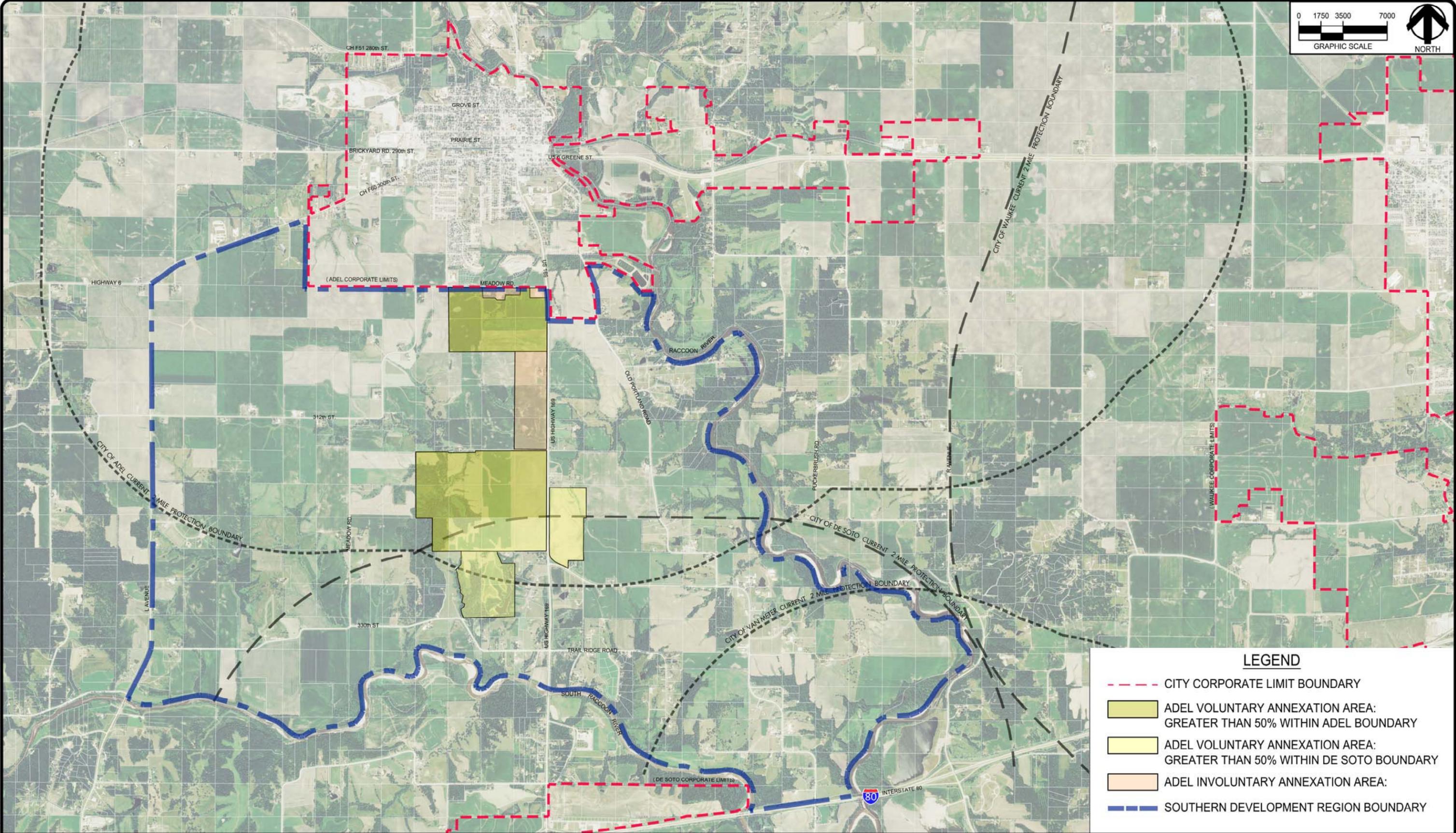
In conjunction with the above, a third scenario evaluated the water & sewer demands for all parcels within the ultimate development boundaries south of Adel as described earlier which do not have more than 50% of their area within the City of De Soto's or City of Van Meter's 2-Mile Protection Limit. This area encompasses 6,085 total acres.

Southern Development Region – North of the South Raccoon River

A fourth scenario evaluated the water & sewer demands for all parcels within the ultimate development boundaries south of Adel as described earlier which are north of the South Raccoon River. This area encompassed 10,533 total acres.

Land Use

Land utilization was assumed to follow the map of projected land use completed by the planning firm, Confluence, and recently adopted by the City. For those areas not covered by the land use map, gaps were filled utilizing the adjacent land use patterns. The results of the land use allocation for the evaluated scenarios are presented in Table 1, and this distribution can also be seen in Exhibit B.

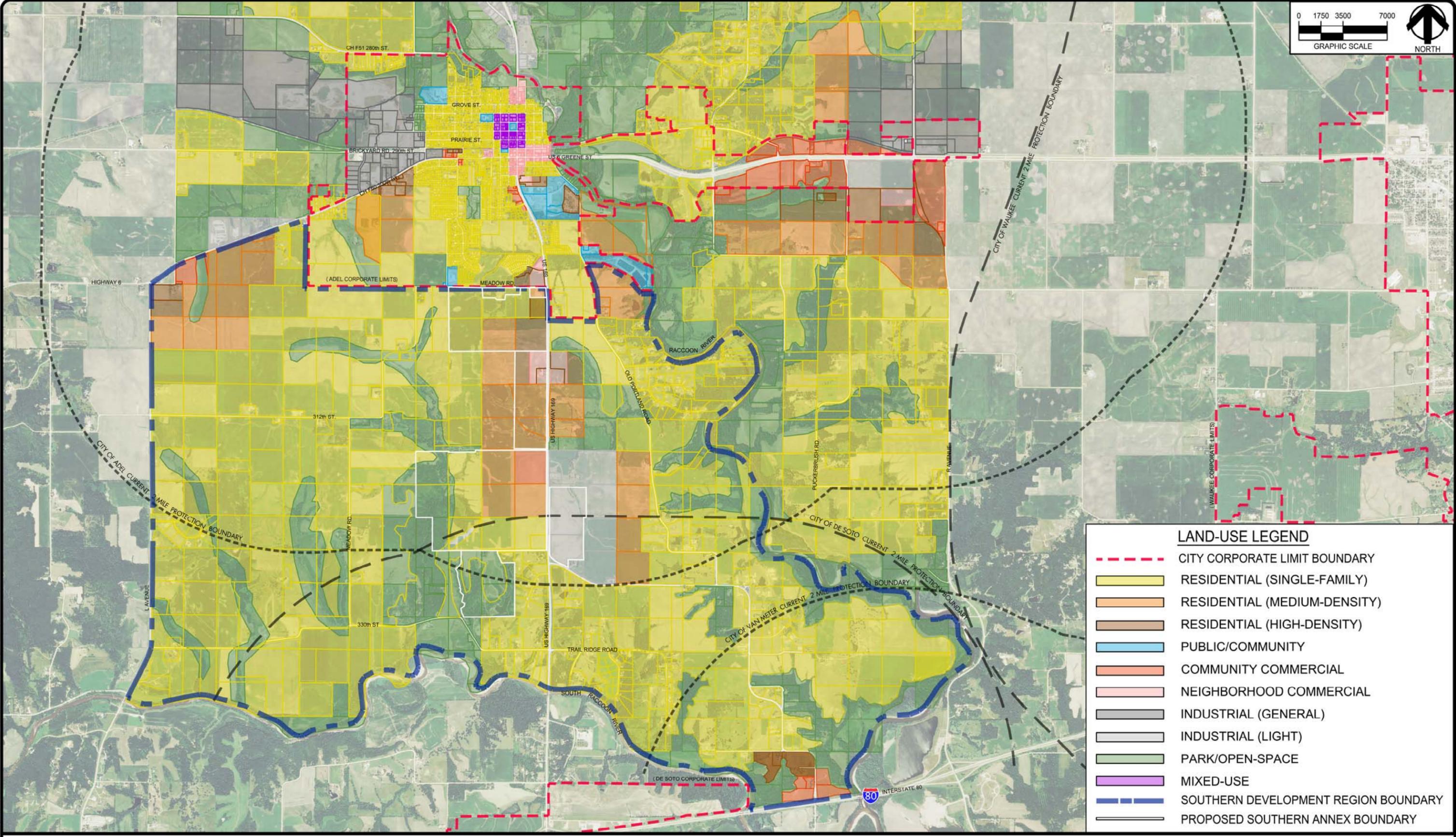
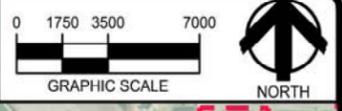


LEGEND

- CITY CORPORATE LIMIT BOUNDARY
- ADEL VOLUNTARY ANNEXATION AREA: GREATER THAN 50% WITHIN ADEL BOUNDARY
- ADEL VOLUNTARY ANNEXATION AREA: GREATER THAN 50% WITHIN DE SOTO BOUNDARY
- ADEL INVOLUNTARY ANNEXATION AREA:
- SOUTHERN DEVELOPMENT REGION BOUNDARY

Exhibit A
 South Annex Corporate Limit Evaluation
 City of Adel, IA

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LAND-USE LEGEND	
	CITY CORPORATE LIMIT BOUNDARY
	RESIDENTIAL (SINGLE-FAMILY)
	RESIDENTIAL (MEDIUM-DENSITY)
	RESIDENTIAL (HIGH-DENSITY)
	PUBLIC/COMMUNITY
	COMMUNITY COMMERCIAL
	NEIGHBORHOOD COMMERCIAL
	INDUSTRIAL (GENERAL)
	INDUSTRIAL (LIGHT)
	PARK/OPEN-SPACE
	MIXED-USE
	SOUTHERN DEVELOPMENT REGION BOUNDARY
	PROPOSED SOUTHERN ANNEX BOUNDARY

Exhibit B
Land Use of South Development Region
City of Adel, IA

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Table 1 - Land Acreage by Land Use Type

<u>Land Use Type</u>	Southern Annexation		Southern Development Region	
	North of De Soto Boundary	North of South Raccoon River	North of De Soto Boundary	North of South Raccoon River
Residential – Single Family	206	375	3,732	6,509
Residential – Medium Density	237	241	865	935
Residential – High Density	66	68	120	161
Community Commercial	38	39	57	96
Neighborhood Commercial	21	22	40	40
Light Industrial	-	96	233	374
Park / Open Space / Unidentified	99	172	1,038	2,418
Total Gross Acreage	667	1,013	6,085	10,533

Existing Water and Wastewater Infrastructure

Water Infrastructure

Generally speaking, the City does not currently have water infrastructure south of the City's existing corporate limits in the Southern Development Region. However, some water infrastructure from the Xenia Rural Water District (Xenia) has been constructed in the area as a result of a 1993 agreement between the City and Xenia, under which the City allowed Xenia to provide water service to users along those lines which were specifically identified for construction at that time. Any additional infrastructure which was not specifically identified as part of the 1993 agreement required the completion of an additional notification by Xenia and approval by the City.

The agreement also specifies both entities must agree upon which entity is to provide service to new developments or customers within the 2-mile boundary. As a result of this agreement, the City may need to purchase service area from Xenia in order to provide water service to this area. Consultation with the City attorney on this matter is recommended. A copy of the 1993 agreement as recently provided by Xenia is included in Appendix A.

Wastewater Infrastructure

The City does not currently operate wastewater infrastructure south of the City's existing corporate limits in the Southern Development Region. For existing residents and businesses, wastewater conveyance and treatment is assumed to be conveyed to individual septic systems for each property. The exact location, condition, and status of these septic systems is not known.

Population

Due to the presence of floodplains, ravines, topographical features, planned parks/open spaces, and existing low-density residential developments, only 75 percent of the gross acreage in the Southern Development Region is assumed to be potentially "developable" for future residential, commercial, or industrial use. Additionally, analysis of recent subdivision submittals to the City of Adel indicates that of the developable land, approximately 75 to 85 percent of this potential area is typically constructed into actual developed lots, while the remainder is utilized for public right of way, streets, stormwater detention, and other uses. Assuming an 80 percent utilization rate on the 75 percent of potentially developable land, an overall composite development percentage of 60 percent was utilized for this analysis.

For reference, the City of Adel currently encompasses approximately 990 gross developed acres with a population of approximately 4,300 residents, which when utilizing the IDNR population densities for single family development, corresponds to an overall composite development percentage between 40 to 45 percent.

Based on the previously identified residential land uses identified in Table 1 and an overall development percentage of 60 percentage, the following table represents the anticipated additional population in both the Southern Annexation area and the Southern Development Region at full development.

Table 2 - Southern Annexation & Southern Development Region Population Estimates¹

Boundary Location	Population (60%)
Southern Annexation Only – North of De Soto Boundary	4,335
Southern Annexation Only – North of South Raccoon River	5,405
Boundary Location	Population (60%)
Southern Development Region – North of De Soto Boundary	31,335
Southern Development Region – North of South Raccoon River	49,130

¹The above table utilizes IDNR Chapter 12 population densities for each residential land use type (single family residential: 3.3 lots per buildable acre with 3 persons/lot; medium density residential: 4.5 lots per buildable acre with 3 persons/lot; high density residential: 12 lots per buildable acre with 2.5 persons/lot). Calculated population values each rounded up to the nearest 10. Populations presented represents full development of the respective areas.

Drinking Water Demand

For the purposes of this memorandum, it was assumed that water demand is consistent with observations compiled from other Des Moines area communities, which have average and peak day water demand of 120 gallons per capita per day (gpcd) and 240 gpcd, respectively. While these values are somewhat higher than current per capita water demand for the City (117 and 195 GPCD, respectively), they are within industry norms and represent a reasonable range when not specifically calculating the additional water demand due to commercial and industrial development.

Proposed Annexation

Utilizing the population values shown in Table 2, the water demand at full build-out of the Southern Annexation area and Southern Development Region area are shown in Table 3.

Table 3 - Southern Annexation Projected Average Day Demand (MGD)³

Boundary Location	Average Day (MGD)	Peak Day (MGD)
Southern Annexation Only – North of De Soto Boundary	0.525	1.045
Southern Annexation Only – North of South Raccoon River	0.650	1.300
Boundary Location	Average Day (MGD)	Peak Day (MGD)
Southern Development Region – North of De Soto Boundary	3.765	7.525
Southern Development Region – North of South Raccoon River	5.900	11.795

²The above table assumes an average day water demand of 120 gallons per resident per day and a peak day water demand of 240 gallons per resident per day. Water demand presented represents full development of the respective areas.

Water Utility Infrastructure Alternatives

The entire Southern Annexation area, as well as most of the Southern Development Region, is able to be served by extending the current southern high pressure zone into the annexation area. The sizing of the primary transmission mains of the distribution system expansion will need to take into account the full development of the Southern Development Region. A conceptual water distribution layout with preliminary sizing for the entire Southern Development Region is shown in Exhibit C.

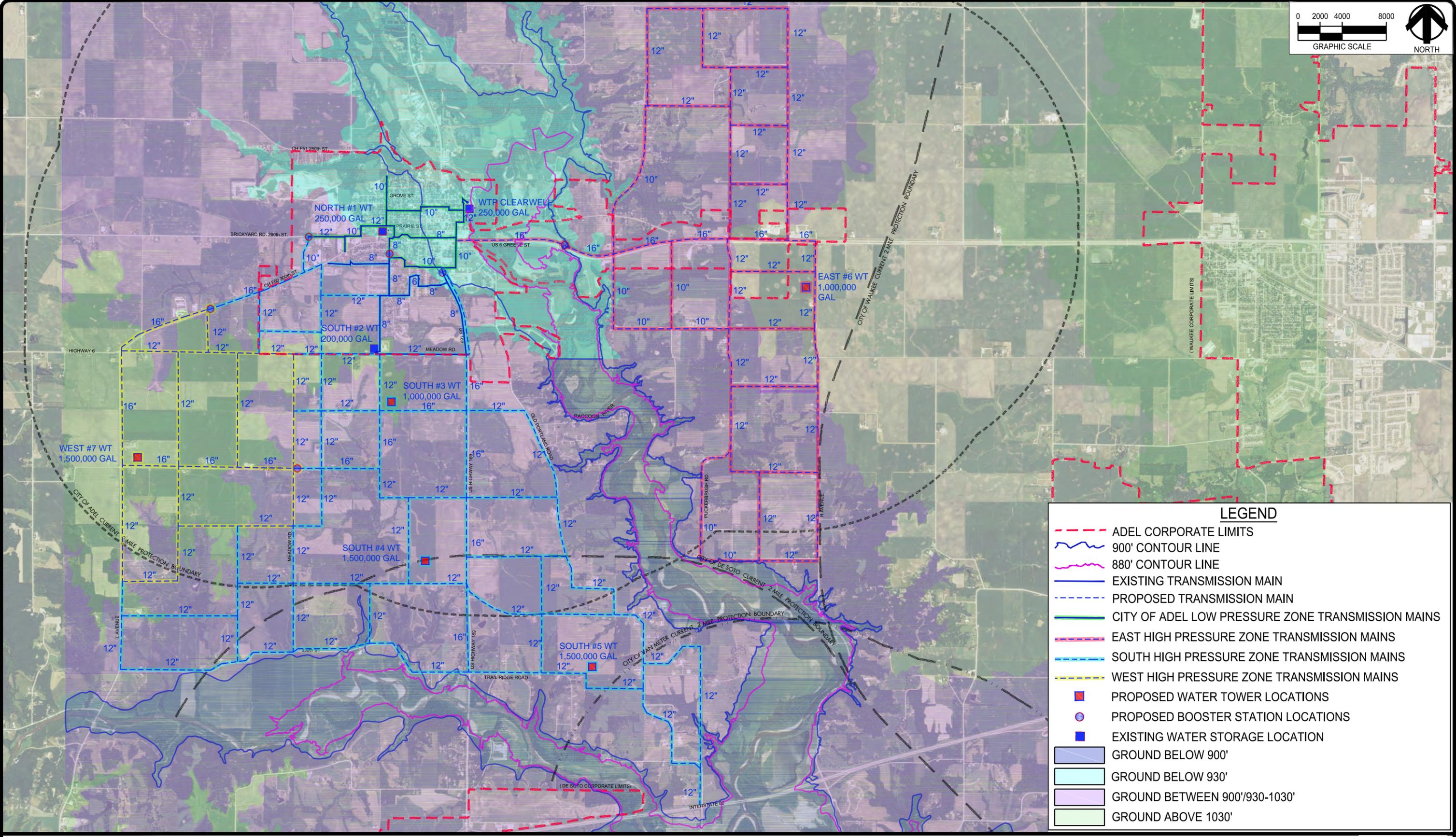
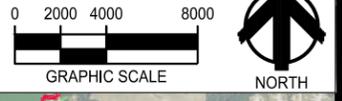
The following table presents the infrastructure improvements required for provision of City water service to the fully developed Southern Annexation area, both including and excluding those areas currently within the City of De Soto's 2-Mile Protection Limit. Many of these improvements are currently programmed into the City's most recent Preliminary Engineering Report.

The estimates of capacity and cost presented below represent the incremental cost likely to be incurred by the City during provision of water service to the Southern Annexation Area.

Table 4 - Probable Cost per Undeveloped Acre for Water Infrastructure – Southern Annexation Area

	Southern Annexation			
	North of De Soto Boundary (667 AC)		North of South Raccoon River (1,013 AC)	
Description	Required Infrastructure Capacity	Opinion of Probable Cost	Required Infrastructure Capacity	Opinion of Probable Cost
Population <i>(additional)</i>	4,335	-	5,405	-
Number of Alluvial Wells	3-EA	\$1.650	4-EA	\$2.200
Water Treatment Plant Capacity	1.1-MGD	\$4.400	1.3-MGD	\$5.550
Distribution Storage Capacity	0.6-MG	\$2.100	0.7-MG	\$2.450
Booster Station Capacity	590-GPM	\$0.150	570-GPM	\$0.200
Length of Water Main	23,500-LF*	\$6.100	26,100-LF*	\$6.600
Total Opinion of Probable Cost		\$14.400		\$17.000

¹Details on the calculation of the required infrastructure capacity and probable cost may be found in Appendix B. Incremental capacity and opinion of probable cost presented above represent full development of each respective area.



LEGEND

- - - ADEL CORPORATE LIMITS
- 900' CONTOUR LINE
- 880' CONTOUR LINE
- EXISTING TRANSMISSION MAIN
- - - PROPOSED TRANSMISSION MAIN
- CITY OF ADEL LOW PRESSURE ZONE TRANSMISSION MAINS
- - - EAST HIGH PRESSURE ZONE TRANSMISSION MAINS
- - - SOUTH HIGH PRESSURE ZONE TRANSMISSION MAINS
- - - WEST HIGH PRESSURE ZONE TRANSMISSION MAINS
- PROPOSED WATER TOWER LOCATIONS
- PROPOSED BOOSTER STATION LOCATIONS
- EXISTING WATER STORAGE LOCATION
- GROUND BELOW 900'
- GROUND BELOW 930'
- GROUND BETWEEN 900'/930'-1030'
- GROUND ABOVE 1030'

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Exhibit C
South Annex Water Utility Evaluation
City of Adel, IA



Wastewater Production

While the water infrastructure planning discussed previously took into account the entire Southern Development Region, wastewater planning is more watershed driven and shall take into account only the three primary watersheds, or basins, in the Southern Development Region which encompass the proposed Southern Annexation Area. Those watersheds/basins include the following:

- Southeast Sanitary Basin
- Old Portland Road Sanitary Basin
- Central Ravine Sanitary Basin

It should be noted only the undeveloped portions of the Southeast Sanitary Basin which are outside the City's current corporate limits were included in the below analysis.

The three basins above encompass approximately 3,270 undeveloped acres and represent a population potential of approximately 14,715 residents, along with commercial and industrial development. Given the large area of commercial and industrial development included in the evaluated area's land use plan and the excessive wastewater loadings which can be calculated when using the IDNR loading rates of 5,000 and 10,000 GPD per acre over such a large area, the wastewater loadings for commercial and industrial areas were assumed to be equivalent to single-family residential development. This assumption is viewed as more representative of the type of commercial and industrial development likely to occur along the proposed Highway 169 corridor.

With this basis, the hydraulic wastewater demand for the evaluated watersheds at full development are shown below in the following table.

Table 5 - Projected Sanitary Design Flows of Selected Watersheds ¹

No.	Tributary Basin	Average Dry Weather (MGD)	Peak Hourly Wet Weather (MGD)
1	Southeast Basin	0.085	0.315
2	Old Portland Road Basin	0.750	2.305
3	Central Ravine Basin	1.135	3.290
Total		1.970	5.910

¹The above table assumes an average dry weather water demand of 100 gallons per equivalent resident per day and a peak hourly wet weather demand equivalent to the average dry weather times the calculated IDNR peaking factor for each watershed's equivalent population. Wastewater flows presented above represent the full development of each respective watershed. Details of the calculations can be found in Appendix C.

Wastewater Utility Infrastructure

As mentioned earlier, wastewater collection system design is more dependent upon topographic features than water distribution system design due to the desire to minimize costs by maximizing the amount of gravity flow. Exaggerated topographic features, such as ravines and steep hills, can lead to challenges such as excessive sewer depth, slope, or the need for pump stations. With these criteria in mind, Exhibit C details the preliminary layout of the major infrastructure components required for a wastewater collection system in the evaluated basins.

The preliminary size and extent of initial infrastructure recommended to service each of the evaluated basins is shown below in the following table. The gravity sewer mains have been initially sized to service the full development of the tributary area, while the lift stations and forcemains are initially

sized to serve the tributary area at approximately 40 percent development and will require hydraulic upgrades as the upstream tributary area fills in.

Table 6 – Phase I/II Southern Annexation Wastewater Utility Infrastructure Improvements

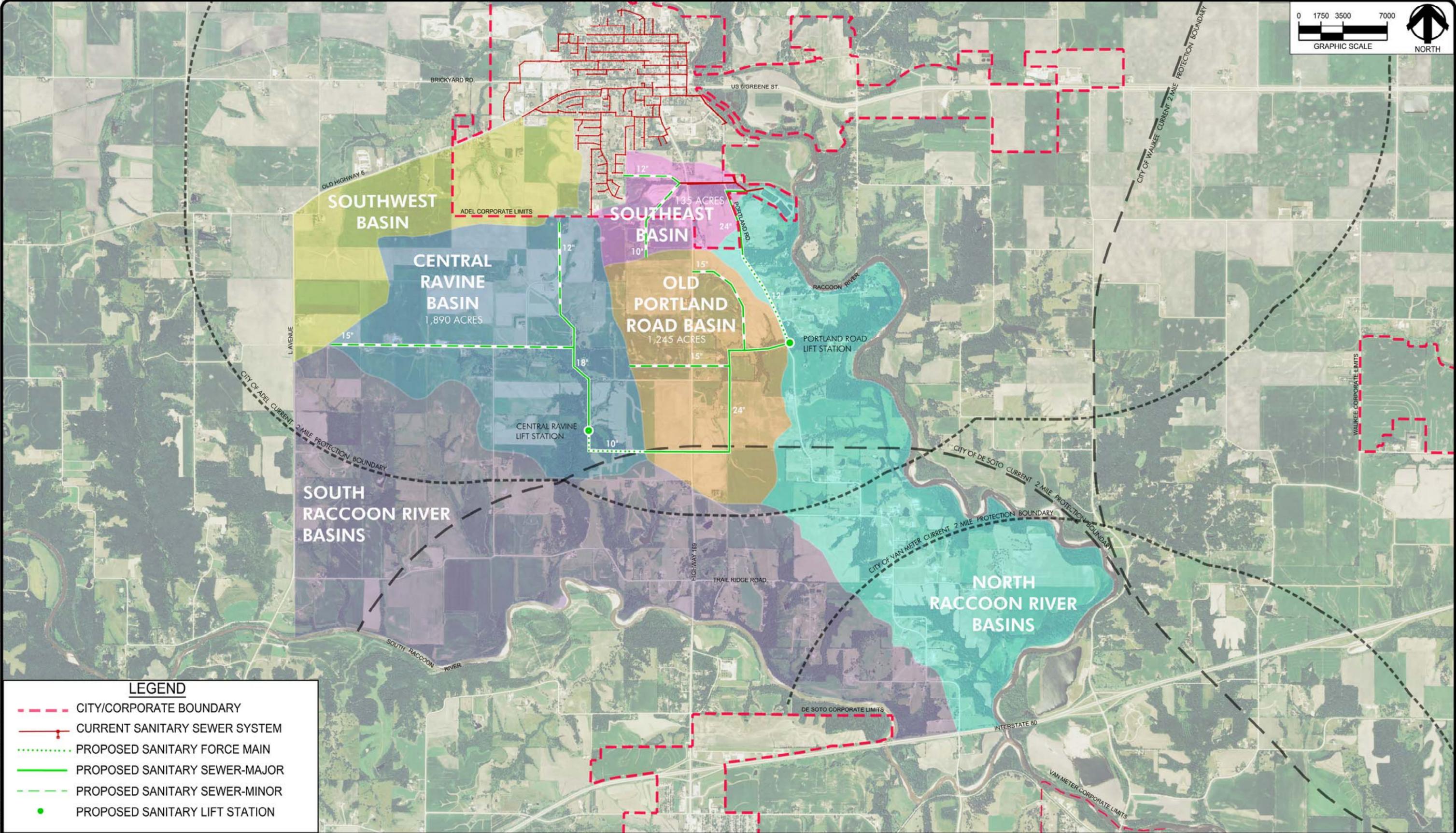
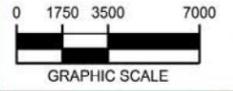
No.	Description	Southeast Basin	Old Portland Road Basin	Central Ravine Basin	Opinion of Probable Cost
1	Trunk Sewer U/S of Central Ravine LS (18" – 5015')			X	\$1.550
2	Central Ravine Lift Station (1.5 MGD) & Forcemain (10" – 3105')			X	\$2.525
3	Trunk Sewer B/w Central Ravine & Portland Road LS (24" – 9855')		X	X	\$2.825
4	Old Portland Road Lift Station (2.6 MGD) & Forcemain (12" – 3970')		X	X	\$3.515
5	Trunk Sewer B/w Portland Road LS & WWTP (24" – 3425')		X	X	\$1.000
6	Trunk Sewer for Southeast Basin (10" – 2220')	X			\$0.595
7	WWTP Expansion (1.3 MGD AWW Capacity)	X	X	X	\$5.720
Total Opinion of Probable Cost					\$17.730

¹Minor trunk sewers likely to be constructed by the City to facilitate development are not shown in the table above, but are included in the provided Sanitary Utility Evaluation Exhibit.

²The Central Ravine Lift Station shall be upgraded to a capacity of approximately 3.4 MGD when the upstream tributary area is approximately forty percent developed. Additionally, a second parallel 10-inch forcemain shall also be constructed to maintain recommended velocity levels in the pumped system.

³The Old Portland Road Lift Station shall be upgraded to a capacity of approximately 5.8 MGD when the upstream tributary areas are approximately forty percent developed. Additionally, a second parallel 12-inch forcemain shall also be constructed to maintain recommended velocity levels in the pumped system.

The details of this analysis, including the developed cost estimates for each improvements, can be found in Appendix C.



LEGEND

- - - CITY/CORPORATE BOUNDARY
- +— CURRENT SANITARY SEWER SYSTEM
- · - · - PROPOSED SANITARY FORCE MAIN
- PROPOSED SANITARY SEWER-MAJOR
- - - PROPOSED SANITARY SEWER-MINOR
- PROPOSED SANITARY LIFT STATION

Exhibit D
 South Annex-Sanitary Utility Evaluation
 City of Adel, IA



N:\Projects\DL_2314008\Clen\Design\06 - South Annex Utilities Study\Exhibits\Report Exhibits\Exhibit D-Sanitary Evaluation.dwg

Financing and Implementation

Most water and wastewater utility improvement projects are financed through one or a combination of the following methods:

- Conventional Revenue Bonds
- General Obligation Bonds
- General Obligation Bonds abated by Utility Revenues
- Community Development Block Grants (CDBG)
- State Revolving Fund (SRF) Loans
- USDA Rural Development Loans & Grant
- Connection Fee Districts

Given the magnitude of the improvements required to service the Southern Annexation area and surrounding regions, it is anticipated the City will utilize connection fees to fund a significant portion of the primary City-developed infrastructure in these areas. The portion of the project not covered by connection fees would be financed through one of the programs outlined earlier, likely either the SRF or USDA-RD program.

Water Financing

Table 8 demonstrates the type of financing structure which could be utilized to fund the necessary water system improvements. Under this scenario, a connection fee of \$6,000 per undeveloped acre would be charged to fund \$4 to \$6 million in initial projects. The remaining improvements would be funded through utilization of water user fees generated by the users within the Southern Annexation Area and future connection fees. Regardless of the development boundary, the portion of the water user's fee available for debt service would need to be approximately \$35 to \$40 to fund the remaining improvements at 2.00% and 20 years.

Table 7 - Example Southern Annexation Water Utility Financing

Description	North of De Soto Boundary	North of South Raccoon River
Water Utility Improvements Cost	\$14,400,000	\$17,000,000
- Total Number of Acres Served	667	1013
- Example Connection Fee per Acre	\$6,000	\$6,000
Total Connection Fee Revenue	\$4,002,000	\$6,078,000
Remaining Water Utility Improvements Cost	\$10,398,000	\$10,922,000
- Projected Number of Total Users in Service Area	1,445	1,800
- Financing Terms	2.0% & 20 YR	2.0% & 20 YR
Required Debt Service Availability in Average User Rate	\$40.35	\$34.05

Wastewater Financing

Similar to the previous discussion, Table 9 demonstrates the type of financing structure which could be utilized to fund the necessary sanitary improvements in the watersheds which contain the Southern Annexation Area. Under this scenario, a connection fee of \$3,000 to \$6,000 per undeveloped acre would be charged to fund the \$17 million in initial projects highlighted in Table 6. The remaining improvements and hydraulic upgrades would be funded through utilization of sanitary user fees generated by the users within the tributary watersheds and future connection fees. Depending on the watershed being evaluated, the portion of the sanitary user's fee available for debt service would need to be between \$15 to \$30 to fund the remaining improvements at 2.00% and 20 years.

Table 8 - Example Southern Annexation Sanitary Utility Financing

Description	Southeast Basin	Old Portland Road Basin	Central Ravine Basin
Sanitary Utility Improvements Cost	\$1,150,000	\$12,000,000	\$24,700,000
- Total Number of Acres Served	135	1,245	1,890
- Example Connection Fee per Acre	\$4,000	\$5,000	\$6,000
Total Connection Fee Revenue	\$540,000	\$6,225,000	\$11,340,000
Remaining Sanitary Utility Improvements Cost	\$610,000	\$5,775,000	\$13,360,000
- Projected Number of Total Users in Service Area	200	1,865	2,835
- Financing Terms	2.0% & 20 YR	2.0% & 20 YR	2.0% & 20 YR
Required Debt Service Availability in Average User Rate	\$17.10	\$17.40	\$26.45

APPENDIX B
WATER DEMANDS & INFRASTRUCTURE IMPROVEMENTS

CITY OF ADEL - SOUTHERN ANNEXATION WATER UTILITY EVALUATION

Water System Improvements

City of Adel Water Demand	Base Scenario	North of De Soto Boundary	North of South Raccoon River	COMMENTS
Peak Day Finished Water (MGD)	1.2	2.3	2.5	
Peak Day Raw Water (MGD)	1.5	3.0	3.2	Assume 22.5% WTP Use
Average Day Finished Water (MGD)	0.7	1.3	1.4	Assume Same Avg/Peak Ratio
Average Day Raw Water (MGD)	0.9	1.7	1.8	Assume 22.5% WTP Use
Estimated Population Equivalent	5,800	10,135	11,205	Post 1.8 MGD; Assume 240 GPCD Peak Usage
- Incremental Population Above 5,800	-	4,335	5,405	
Raw Water Supply				COMMENTS
Number of Wells	5	8	9	Each Well = 300 GPM
- Incremental Number of Wells	-	3	4	
Active Well Numbers	5 6 7 8 9	5 6 7 8 9 & 10 11 12	5 6 7 8 9 & 10 11 12 13	EOPC ₅ = \$0.700; EOPC _{OTHERS} = \$0.550
Raw Water Transmission Main	Raw WM A & B	Raw WM A & B	Raw WM A & B	EOPC _A = \$0.965; EOPC _B = \$0.430;
Notes	Existing + Site A	Existing + Site A	Existing + Site A	
TOTAL RAW WATER SUPPLY	\$4,475,000	\$6,125,000	\$6,675,000	
- Incremental Raw Water Supply Cost	-	\$1,650,000	\$2,200,000	<-- Rounded to Nearest \$50,000
Water Treatment				COMMENTS
Minimum Treatment Capacity Required (MGD)	1.2	2.3	2.5	
- Incremental Treatment Capacity (MGD)	-	1.1	1.3	
WTP - Aerator	2	3	3	Each Aerator = 1.5 / 1.5 / 1.6 MGD
WTP - Pressure Filter Units	2	3	3	Each Pressure Filter Unit = 1.5 / 1.5 / 1.6 MGD
WTP - NF/RO Membrane Skids	2	3	3	Each Membrane Skid = 1.2 / 1.2 / 1.3 MGD (Bypass Included)
WTP - Aerator	2	3	3	Each Aerator = 1.2 / 1.2 / 1.3 MGD
WTP - Building Expansion A	YES	YES	YES	
WTP - Clearwell Rehabilitation	YES	YES	YES	EOPC = \$0.460
WTP - HSP Pump Replacement	YES	YES	YES	EOPC = \$0.560
TOTAL WATER TREATMENT	\$9,730,000	\$14,105,000	\$15,240,000	
- Incremental Treatment Cost	-	\$4,400,000	\$5,550,000	<-- Rounded to Nearest \$50,000
Distribution Storage				COMMENTS
Minimum Storage Required (MG)	0.7	1.3	1.4	
- Incremental Storage Capacity (MG)	-	0.6	0.7	
North Water Tower (City LPZ)	0.250	0.250	0.250	
South Water Tower (South HPZ)	0.200	0.200	0.200	
Highway 169 GSR (South HPZ)	0.500	0.000	0.000	EOPC _{0.500} = \$1.295
South Meadow Road Water Tower (South HPZ)		0.900	1.000	EOPC _{0.900} = \$3.395; EOPC _{1.000} = \$3.745
Heritage Woods Water Tower (South HPZ)				
Trail Ridge Road Water Tower (South HPZ)				
R Avenue Water Water (East HPZ)				
312th Street Water Tower (West HPZ)				
Provided Storage	0.950	1.350	1.450	
TOTAL DISTRIBUTION STORAGE	\$1,295,000	\$3,395,000	\$3,745,000	
- Incremental Distribution Storage Cost	-	\$2,100,000	\$2,450,000	<-- Rounded to Nearest \$50,000
Distribution Booster Stations				COMMENTS
Minimum Booster Capacity Required (GPM)	420	1,010	1,160	
- Incremental Booster Capacity Capacity (GPM)	-	590	740	
Highway 169 Booster Station (South HPZ)	YES	YES	YES	EOPC _{420-GPM} = \$0.700; EOPC _{1010-GPM} = \$0.835; EOPC _{1160-GPM} = \$0.875
South 14th Street Booster Station (South HPZ)	YES	YES	YES	EOPC = \$0.165
Visions Parkway Booster Station (South HPZ)				
300th Street Booster Station (West HPZ)				
312th Street Booster Station (West HPZ)				
Highway 6 Booster Station (East HPZ)				
TOTAL DISTRIBUTION BOOSTER SYSTEM	\$865,000	\$1,000,000	\$1,040,000	
- Incremental Distribution Booster Cost	-	\$150,000	\$200,000	<-- Rounded to Nearest \$50,000
Distribution System				COMMENTS
Rapids Street WM Replacement	YES	YES	YES	EOPC = \$0.630
Highway 169 WM Replacement	YES	YES	YES	EOPC = \$0.390
Old Portland Road WM Extension	YES	YES	YES	EOPC = \$0.690
Highway 169 Transmission Water Main	-	YES	YES	EOPC = \$1.730
Unidentified Priority 2 WM Replacement	YES	YES	YES	EOPC = \$1.000
Unidentified Priority 3 WM Replacement	YES	YES	YES	EOPC = \$1.000
Southern Development Region Water Main Extensions	0	23,500	26,100	
Southern Development Region Water Main Extensions	\$0	\$4,347,500	\$4,828,500	Assume Project Cost of \$185 per LF
TOTAL DISTRIBUTION SYSTEM	\$3,690,000	\$9,767,500	\$10,248,500	
- Incremental Distribution System Cost	-	\$6,100,000	\$6,600,000	<-- Rounded to Nearest \$50,000
TOTAL WATER UTILITY	\$20,055,000	\$34,392,500	\$36,948,500	
- Incremental Total Water Utility Cost	-	\$14,400,000	\$17,000,000	

APPENDIX C
WATERWASTEWATER FLOWS & LOADS & INFRASTRUCTURE IMPROVEMENT

ADL - SUMMARY OF SOUTHERN DEVELOPMENT AREA WASTEWATER FLOWS & LOADS
Hydraulic & Organic Loading

Southeast Basin													
No	Development Site	Single Family Residential (Actual Acres)	Projected Residential Population	Wastewater Population Equivalent	Average Dry Weather	Average Wet Weather	Maximum Wet Weather	Peak Hourly Wet Weather	BOD	TSS	TKN	TN	TP
1	Entire Basin - Phase 1 (80% of Total; 60% Developable)	64.80	486	648	64,800	97,200	145,800	249,943	110	130	23	23	5
2	Entire Basin - Phase 2 (20% of Total; 60% Developable)	16.20	122	162	16,200	24,300	36,450	62,486	28	32	6	6	1
3	Entire Basin - Ultimate (0% of Total; 60% Developable)	0.00	0	0	0	0	0	0	0	0	0	0	0
TOTAL		81.00	608	810	81,000	121,500	182,250	312,429	138	162	29	29	6
TOTAL AVAILABLE ACRES		135.00											

Old Portland Road													
No	Development Site	Single Family Residential (Actual Acres)	Projected Residential Population	Wastewater Population Equivalent	Average Dry Weather	Average Wet Weather	Maximum Wet Weather	Peak Hourly Wet Weather	BOD	TSS	TKN	TN	TP
1	Entire Basin - Phase 1 (20% of Total; 60% Developable)	149.40	1,121	1,494	149,400	224,100	336,150	460,043	254	299	54	54	10
2	Entire Basin - Phase 2 (20% of Total; 60% Developable)	149.40	1,121	1,494	149,400	224,100	336,150	460,043	254	299	54	54	10
3	Entire Basin - Ultimate (60% of Total; 60% Developable)	448.20	3,362	4,482	448,200	672,300	1,008,450	1,380,129	762	896	161	161	31
TOTAL		747.00	5,603	7,470	747,000	1,120,500	1,680,750	2,300,215	1,270	1,494	269	269	52
TOTAL AVAILABLE ACRES		1,245.00											

Central Ravine Basin													
No	Development Site	Single Family Residential (Actual Acres)	Projected Residential Population	Wastewater Population Equivalent	Average Dry Weather	Average Wet Weather	Maximum Wet Weather	Peak Hourly Wet Weather	BOD	TSS	TKN	TN	TP
1	Entire Basin - Phase 1 (20% of Total; 60% Developable)	226.80	1,701	2,268.00	226,800	340,200	510,300	657,774	386	454	82	82	16
2	Entire Basin - Phase 2 (20% of Total; 60% Developable)	226.80	1,701	2,268.00	226,800	340,200	510,300	657,774	386	454	82	82	16
3	Entire Basin - Ultimate (60% of Total; 60% Developable)	680.40	5,103	6,804.00	680,400	1,020,600	1,530,900	1,973,323	1,157	1,361	245	245	48
TOTAL		1,134.00	8,505	11,340	1,134,000	1,701,000	2,551,500	3,288,872	1,928	2,268	408	408	79
TOTAL AVAILABLE ACRES		1,890.00											

TOTAL OF EVALUATED BASINS													
No	Development Site	Single Family Residential (Actual Acres)	Projected Residential Population	Wastewater Population Equivalent	Average Dry Weather	Average Wet Weather	Maximum Wet Weather	Peak Hourly Wet Weather	BOD	TSS	TKN	TN	TP
1	Entire Basin - Phase 1	441.00	3,308	4,410	441,000	661,500	992,250	1,367,760	750	882	159	159	31
2	Entire Basin - Phase 2	392.40	2,943	3,924	392,400	588,600	882,900	1,180,303	667	785	141	141	27
3	Entire Basin - Ultimate	1,128.60	8,465	11,286	1,128,600	1,692,900	2,539,350	3,353,452	1,919	2,257	406	406	79
TOTAL		1,962.00	14,715	19,620	1,962,000	2,943,000	4,414,500	5,901,516	3,335	3,924	706	706	137
TOTAL AVAILABLE ACRES		3,270.00											

NOTES

1 - Southeast Basin population and wastewater calculations only take into account those areas of the basin outside of the City's current corporate limits.

2 - Projected Residential Population reflects the anticipated actual population of the region utilizing City of Adel historical development rate (45%). Wastewater Population Equivalent reflects the inclusion of commercial and industrial development utilizing single family development loading factors for the purposes of calculating wastewater flows and loads.

3 - Average Dry Weather calculated as 100 GPCD x Service Population. Average Wet Weather calculated as 1.50 x ADW. Maximum Wet Weather calculated as 2.25 x ADW. Peak Hourly Wet Weather calculated as ADW x IDNR Peaking Factor (typically 3.0 to 4.0).

4 - Organic loadings calculated assuming the following per capita rates: BOD = 0.17 LB/DAY; TSS = 0.20 LB/DAY; TKN = 0.036 LB/DAY; TN = 0.036 LB/DAY; TP = 0.007 LB/DAY.

CITY OF ADEL - SOUTH ANNEXATION SANITARY UTILITY EVALUATION

Sanitary System Improvements

No.	Description	Total Tributary Undeveloped Acres	Opinion of Probable Cost	Phase I/II Sanitary Service Extension			ACRES	Comments
				135	1,245	1,890		
				Southeast Basin	Old Portland Road Basin	Central Ravine Basin		
1	New 18" Sanitary Trunk Sewer Extension - U/S of Central Ravine LS (5,015-LF)	1,890	\$1,550,000			\$1,550,000.00		
2	New 1.5 MGD Central Ravine Lift Station & 10" FM (Expandable to 3.4 MGD)	1,890	\$2,525,000			\$2,525,000.00		
3	New 24" Sanitary Trunk Sewer Extension - U/S of Portland Road LS (9,855-LF)	3,135	\$2,825,000		\$1,121,889.95	\$1,703,110.05		
4	New 2.6 MGD Portland Road Lift Station & 12" FM (Expandable to 5.8 MGD)	3,135	\$3,515,000		\$1,395,909.09	\$2,119,090.91		
5	New 24" Sanitary Trunk Sewer Extension - D/S of Portland Road LS (3,425-LF)	3,135	\$1,000,000		\$397,129.19	\$602,870.81		
6	New WWTP Expansion (1.3 MGD Capacity)	3,270	\$5,720,000	\$236,146.79	\$2,177,798.17	\$3,306,055.05	<-- Assume \$4.4 million per MGD	
7								
8	New Sanitary Sewer Extension - Central Ravine A (3590-LF)							
10	New Sanitary Sewer Extension - Central Ravine C (9620-LF)							
11								
12	New Sanitary Sewer Extension - Portland Road A (4430-LF)							
14	New Sanitary Sewer Extension - Portland Road C (3970-LF)							
15								
16	New Sanitary Sewer Extension - Southeast Basin A (2200-LF)	135	\$595,000	\$595,000.00			<-- Assume \$270 per LF	
17	New Sanitary Sewer Extension - Southeast Basin B (2230-LF)	135	\$0	\$0.00			<-- Outside Evaluated Area	
18								
19								
20	Other	-						
Total Sanitary System Improvements			\$17,730,000	\$831,147	\$5,092,726	\$11,806,127		

No.	Description	Total Tributary Undeveloped Acres	Opinion of Probable Cost	Ultimate Sanitary Service Extension			RESIDENTS ACRES	Comments
				608	5,603	8,505		
				135	1,245	1,890		
				Southeast Basin	Old Portland Road Basin	Central Ravine Basin		
1	New 18" Sanitary Trunk Sewer Extension - U/S of Central Ravine LS (5,015-LF)	1,890	\$1,550,000			\$1,550,000.00		
2	New 1.5 MGD Central Ravine Lift Station & 10" FM (Expandable to 3.4 MGD)	1,890	\$2,525,000			\$2,525,000.00		
3	<i>Expand Central Ravine Lift Station to 3.4 MGD & Second 10" FM</i>	<i>1,890</i>	<i>\$2,295,000</i>			<i>\$2,295,000.00</i>		
4	New 24" Sanitary Trunk Sewer Extension - U/S of Portland Road LS (9,855-LF)	3,135	\$2,825,000		\$1,121,889.95	\$1,703,110.05		
5	New 2.6 MGD Portland Road Lift Station & 12" FM (Expandable to 5.8 MGD)	3,135	\$3,515,000		\$1,395,909.09	\$2,119,090.91		
6	<i>Expand Portland Road Lift Station to 5.8 MGD & Second 12" FM</i>	<i>3,135</i>	<i>\$4,430,000</i>		<i>\$1,759,282.30</i>	<i>\$2,670,717.70</i>		
7	New 24" Sanitary Trunk Sewer Extension - D/S of Portland Road LS (3,425-LF)	3,135	\$1,000,000		\$397,129.19	\$602,870.81		
8	New WWTP Expansion (1.7 MGD Add'l Capacity)	3,270	\$5,720,000	\$236,146.79	\$2,177,798.17	\$3,306,055.05	<-- Assume \$4.4 million per MGD	
9	<i>Expand WWTP to 3.0 MGD Add'l Capacity</i>	<i>3,270</i>	<i>\$7,480,000</i>	<i>\$308,807.34</i>	<i>\$2,847,889.91</i>	<i>\$4,323,302.75</i>	<i><-- Assume \$4.4 million per MGD</i>	
10								
11	New Sanitary Sewer Extension - Central Ravine A (3590-LF)	1,890	\$970,000			\$970,000.00	<-- Assume \$270 per LF	
12	New Sanitary Sewer Extension - Central Ravine C (9620-LF)	1,890	\$2,600,000			\$2,600,000.00	<-- Assume \$270 per LF	
13								
14	New Sanitary Sewer Extension - Portland Road A (4430-LF)	1,245	\$1,200,000		\$1,200,000.00		<-- Assume \$270 per LF	
15	New Sanitary Sewer Extension - Portland Road C (3970-LF)	1,245	\$1,075,000		\$1,075,000.00		<-- Assume \$270 per LF	
16								
17	New Sanitary Sewer Extension - Southeast Basin A (2200-LF)	135	\$595,000	\$595,000.00			<-- Assume \$270 per LF	
18	New Sanitary Sewer Extension - Southeast Basin B (2230-LF)	135	\$0	\$0.00			<-- Outside Evaluated Area	
19								
20	Other							
Total Sanitary System Improvements			\$37,780,000	\$1,139,954	\$11,974,899	\$24,665,147		

NOTES

- The Opinion of Probable Cost for each of the projects above reflect the existing surfaces and conditions present along the proposed alignment and assumes the proposed sanitary utility infrastructure is constructed prior to future development. As such, the surface replacement costs included above only reflect replacement of existing surfaces and conditions, which is primarily undeveloped ground.
- Each Opinion of Probable Cost for each project was divided amongst the tributary basin according to acreage.

Anthony Brown

Subject: RE: Rain Barrel rebate

From: Kari Johns <karibales@hotmail.com>

Sent: Friday, January 14, 2022 3:20:02 PM

To: Jim Peters <jpeters@adeliowa.org>; Rob Christensen <rchristensen@adeliowa.org>; Shirley McAdon <smcadon@adeliowa.org>; Dan Miller <dmiller@adeliowa.org>; Bob Ockerman <bockerman@adeliowa.org>; Jodi Selby <jselby@adeliowa.org>

Subject: Rain Barrel rebate

Hello Adel City Council Members,

My name is Kari Johns and I'm on the park and rec board and a Dallas County Master Gardener.

Through Master Gardener classes I've learned about the positive environmental impact of rain barrels, such as, harvesting rain (vs processing rain through the water treatment plant) and decreasing storm water run off. It also saves money by reducing watering out of a hose. The last 2 years have been a drought I believe it's in the best interest of the water supply of our city to encourage people to capture some of their own water. I see that many cities offer a rebate to people who purchase a rain barrel and I'm asking for your consideration as well. Here are some of the cities that offer rebates:

[Rain Barrel Rebate Programs – RAIN CAMPAIGN](#)

The application for reimbursement could be as simple as this:

Urbandale Rain Barrel Reimbursement 2021

Please Type or Print. Attach additional pages if necessary.

PROPERTY WHERE RAIN BARREL IS INSTALLED		
Street address:	Urbandale, IA	ZIP:
PRIMARY APPLICANT INFORMATION		
Name:	E-mail:	
<input type="checkbox"/> Check here if same address as above.	Street address:	
City:	State:	ZIP Code:
Home phone no.: ()	Cell phone no.: ()	
RAIN BARREL DETAILS		
<i>Please attach a copy of the receipt with the rain barrel item circled, and a photo of the installed rain barrel.</i>	Total Materials Cost: \$	
SIGNATURE		
Applicant's Signature:	Date:	

Thanks for your consideration and taking the time to read my email.

Kari Johns

More information:

Leads to runoff from reaching waterways and reduces the potential for pollution.

This helps prevent runoff from reaching waterways and reduces the potential for pollution. There are several environmental benefits associated with rain barrels. By using harvested rainwater for watering lawns, gardens, potted plants and for washing off patio furniture and tools, rain barrels conserve water.

[Rain Barrels: Small Investment, Big Benefits - YouTube](#)



Rain Barrels: Small Investment, Big Benefits

NOTE: If you need captions, please click the CC button on the player to turn them on. Learn about the great dollar and environmental benefits of Rain Barrels; a simple and effective investment to conserve water, save money, and help the environment. For more information about rain barrels, go to

[http://www.epa.gov/reg3esd1/garden/rainbarrel ...](http://www.epa.gov/reg3esd1/garden/rainbarrel...)

www.youtube.com

[Rain Barrels Reduce Stormwater Runoff - YouTube](#)



Rain Barrels Reduce Stormwater Runoff - YouTube

Stormwater runoff is one of the leading causes of water pollution, especially in cities where storm and sanitary sewers are combined. Adding a rain barrel ca...

www.youtube.com

STORMWATER GRANT PROGRAM ELIGIBILITY

All properties located within the corporate limits of the City of Waukeee that pay the Stormwater Utility Fee are eligible to apply for funding. The applicant(s) applying for the grant must own the property and the property must have had a full certificate of occupancy for at least one year. If at any time the qualifications for funding are not met, the grant award may be revoked.

STORMWATER GRANT FUNDING DETAILS

The Waukeee Stormwater Grant Program will pay 50 percent of qualifying expenses up to a maximum contribution per project as noted below. The grant program receives \$50,000 in funding each fiscal year (July 1-June 30), pending continued approval by the Waukeee City Council.



STANDARD GRANT FUNDING MAXIMUM LIMITS

- \$1,000 for soil quality restoration, per property
- \$1,000 per rain garden, bio-retention cell or native landscaping project
- \$5,000 per individual single-family or townhome property, inclusive of any funds for soil quality restoration, rain garden, bio-retention cell or native landscaping project
- \$20,000 per homeowners' association
- \$5,000 for commercial properties paying up to 5 ERUs per month. An additional \$1,000 would be allowed for each additional ERU, up to a maximum of \$20,000 per project. For example, a property with 8 ERUs would be eligible for \$8,000; 20 ERUs or greater would be eligible for \$20,000, etc.

There is a \$20,000 maximum for any project, regardless of the number of applicants or size of the property. Adjacent property owners could work together to create a larger project; for example, tiling several rear yards. In this case, the grant limit increases by \$5,000 with each additional property owner to a maximum of \$20,000 per project.



Waukeee
THE KEY TO GOOD LIVING

Visit www.Waukeee.org/raincampaign for more details.

Email stormwater@Waukeee.org or call **515-978-7920** with questions.

Waukeee Public Works Department
805 University Avenue
Waukeee, IA 50263



Waukeee
THE KEY TO GOOD LIVING

STORMWATER GRANT PROGRAM

www.Waukeee.org/raincampaign

The City of Waukeee can assist with stormwater management projects on private property such as rain barrels, rain gardens, soil quality restoration and more!

City of Waukee Stormwater Grant Program

The City's Stormwater Grant Program uses a portion of the Stormwater Utility Fees to assist with stormwater management on private property. These funds may be granted* to property owners to improve drainage, to improve stormwater quality or to repair stormwater facilities such as swales, streambanks and drain tile. The program does not cover repairs to homes or interior work; these funds are for exterior work only.

**Please note that grants must be approved and awarded prior to construction work commencing. Grants will not be awarded for work that has already started or been completed.*

What is Stormwater Runoff?

Stormwater runoff is water from precipitation that flows across the ground and pavement due to rain or snowmelt. Stormwater runoff can create drainage and flooding problems. It also enters waterways via the storm sewer, catch basins and other manmade structures without being treated to remove pollutants.

Why Manage Stormwater On Private Property?

Residential areas make up a large portion of the community. By more effectively managing stormwater in these areas, we can make a positive difference for local watersheds, decreasing flash flooding and improving water quality.

Eligible Stormwater Management Projects

Waukee residents can be a part of local water quality improvements by implementing 'rainscaping' practices and other stormwater projects at home.

RAIN GARDENS

Rain gardens are landscaped depressions that capture stormwater runoff from roofs, driveways/sidewalks, streets or compacted yards. The rainfall runoff captured in a rain garden is temporarily ponded, before infiltrating percolating down through the soil. The installation of a rain garden helps with sustainability by allowing rainfall to be absorbed through the soil to recharge groundwater and minimize runoff.



BIO-RETENTION CELLS

Bio-retention cells may be needed if the selected site does not allow for adequate soil percolation for the installation of a rain garden. An engineered subgrade ensures adequate percolation of captured runoff by using a perforated drain pipe in a rock bed covered by a sandy soil mixture.



SOIL QUALITY RESTORATION

Soil quality restoration (SQR) is one of the most popular Rainscaping practices in the Des Moines area. Compacted and high clay content soils with little to no topsoil or organic matter can lead to: ponding/drainage issues, brown/patchy lawns, 'squishy' lawn after a rain and/ or constant need for watering. SQR uses tillage, aeration and compost to increase infiltration and organic matter content. The process naturally improves lawns by increasing soil health and ability to manage water.



NATIVE LANDSCAPING

Native landscaping is planting Iowa native plants and grasses with deep root systems, which are adapted to the state climate and weather extremes. Strategically placing native plants (minimum area of 100 square feet required for reimbursement) enhances the landscape's ability to infiltrate and manage water. In residential settings, this may consist of dense bands of prairie or woodland plants on the downslope side of the property.



RAIN BARRELS

Rain barrels collect and store rainwater from rooftops by capturing water from a property's downspout. The water collected may be used later for watering plants, lawns and gardens. Rain barrels help reduce runoff and conserve water needed for outdoor purposes.



OTHER PROJECTS

- Installation of a drain tile in a wet yard.
- Erosion prevention, including contractor expenses to place bank reinforcement.
- Professional engineering services for project design.



Visit

www.Waukee.org/raincampaign

for more information or to apply for a Waukee Stormwater Grant.

City of Waukeee Stormwater Grant Program

Stormwater in Waukeee

Stormwater runoff is the portion of rainfall or snowmelt that does not soak into the soil or evaporate into the air, but flows from surfaces into nearby streams and storm sewer systems. Stormwater runoff can create drainage and flooding problems, and it picks up pollutants such as oils, grease, fertilizers, pesticides, litter, and metal. Typically, this runoff is not treated to remove pollutants. It is collected and conveyed by ditches, culverts, intakes, catch basins and storm sewers, and discharges directly into streams, rivers, and lakes. The contaminants in stormwater negatively impact the water quality of our local streams and lakes.

Federal laws regulating stormwater runoff require the City of Waukeee to maintain a comprehensive stormwater quality management program to protect and improve water quality. To enable the City to manage stormwater, each customer of Waukeee contributes a Stormwater Utility Fee. This Utility Fee pays for a portion of operations and maintenance costs of the stormwater management programs and facilities.

Intent of the Grant Program

The Stormwater Grant Program uses a portion of the Stormwater Utility Fees to assist with stormwater management on private property. These funds may be granted to property owners to improve drainage, improve stormwater quality, and repair stormwater facilities such as swales, streambanks, and drain tile. The Program does not cover repairs to homes or interior work; these funds are for exterior work only. Examples of eligible projects include:

- Installation of a drain tile in a wet yard.
- Measures to prevent erosion, including expense for a contractor to place bank reinforcement.
- Professional engineering services for the design of a storm water best management practice.
- Best management practices (BMPs) listed below (limited to a maximum of \$1,000 per each BMP or 50% of the total BMP cost, whichever is less).
 - Soil quality restoration (SQR)
 - Rain gardens
 - Bio-retention cells
 - Native Landscaping
- Rain barrels (Limited to \$50 or the total amount paid for the rain barrel, whichever is less).

The program does not cover maintenance, hard landscaping or other aesthetic improvements. The program does not include any items related to sump pumps, including the removal of sump pumps connected to a sanitary sewer main. The program does not cover the dredging of retention or detention ponds (any work below normal water level).

Who is eligible to request funding?

All properties located within the corporate limits of the City of Waukeee that pay the Stormwater Utility Fee are eligible to apply for funding. The applicant(s) applying for the grant must own the property and the property must have had a full certificate of occupancy for at least one year. **If at any time the qualifications for funding are not met, the grant award may be revoked.**

Qualifications for Funding

City staff will review the grant submittal to verify the project meets the intent of the program. The property owner is highly encouraged to discuss the project's eligibility with City staff prior to the official submittal of the application. Depending on the magnitude of the project, engineering drawings or separate approvals or permits may be required (for example, City Council or Iowa DNR). All work associated with the project, including any additional engineering design or permitting, is the responsibility of the property owner. SQR funding is limited to only once per property. See below for additional guidelines on SQR grants.

Each grant request will be reviewed individually, taking into account the current conditions, anticipated conditions after work, and use of stormwater best management practices. The project must comply with all applicable laws and regulations.

A project that is started before the grant is approved will be ineligible for funding.

The only exception to this is a property owner who completed eligible work in conjunction with a neighbor's grant award. This property owner may submit for a grant for this work the following year, with the understanding that there is no guarantee of funding (this project will be subject to the same submittal and approval rules as other projects). Again, the property owner is highly encouraged to discuss this situation with City staff prior to beginning the project.

For the Grant Program, projects must be completed and all paperwork submitted for reimbursement by the end of the fiscal year it is approved (e.g. a project approved for construction in FY 2021 requires completion by June 30, 2021).

If a grant is approved, a hold harmless agreement will be required to be signed by all property owners associated with the grant; see the section below on the "Hold Harmless Agreement".

If a grant is approved, a single reimbursement will be awarded for eligible expenses at the completion of the project. The grant amount is a not-to-exceed amount; any additional funding needed to complete the project is the responsibility of the property owner.

The grant award is for the project plan and timeline presented in the application. The Applicant must immediately notify the Program Administrator of any changes by providing a detailed written explanation. Written approval from the Program Administrator must be received prior to making changes to the proposed work or schedule in order to keep the grant award in good standing.

Qualifying expenses could include cost of materials, required permit fees, engineering fees for design work, and contractor costs for installation. Reimbursement for the property owner's labor/time will not be allowed, only actual out of pocket expenses including materials and equipment rental will be reimbursed. Project expenses that are not eligible for funding should be clearly itemized in the application and invoices.

Grant Funding Limits

The grant will pay 50% of the qualifying expenses up to a maximum contribution per project as noted below. The grant program receives \$50,000 in funding each fiscal year, pending approval by the Waukeee City Council.

Standard Grant Funding Maximum Limits:

- \$1,000 for SQR, per property (see more details below).
- \$1,000 per BMP listed on page 5.
- \$5,000 per individual single-family or townhome property, inclusive of any funds for SQR or other BMPs.
- \$20,000 per Home Owners' Association.
- \$5,000 for commercial properties paying up to 5 ERUs per month. An additional \$1,000 would be allowed for each additional ERU, up to a maximum of \$20,000 per project. For example, a property with 8 ERUs would be eligible for \$8,000; 20 ERUs or greater would be eligible for \$20,000.
- \$20,000 maximum for any project, regardless of number of applicants or size of property. Adjacent property owners could work together to create a larger project; for example, tiling several rear yards. In this case, the grant limit increases by \$5,000 with each additional property owner to a maximum of \$20,000 per project.

Soil Quality Restoration Funding Limits:

SQR for a lawn can improve the organic material in the topsoil and increase the absorption of storm water to reduce runoff and improve lawn health. The process typically involves aeration then application of compost, followed by watering as needed. The grant will pay up to 50% of SQR. The maximum funding available for single-family residential property is \$1,000. For larger SQR treatments (over 10,000 sf) on commercial properties, industrial properties, or outlots owned by Home Owners' Associations, funds may be awarded up to \$5,000 per property. A Hold Harmless is not required for an SQR-only project.

Grant Application Information Required

1. Use attached template, and attach additional information as needed.
2. Contact information for applicant(s) to include, name, address, phone number, and email address. If multiple properties are involved, the main contact person is to be designated.
3. Detailed project description including location and sketch of the project.
4. Construction schedule.
5. Estimated project cost, including a breakdown of qualifying expenses and the grant amount being requested.

6. The Hold Harmless (except for SQR-only grants) Agreement and W-9 forms are required but do not need to be submitted with the application; these will be required after the grant is awarded and prior to reimbursement.

Application Submittal

Applications will be accepted year round until all grant funds are allocated. To apply for the grant, use the attached Application Form.

Funding Reimbursement

Approved grants may submit for reimbursement starting July 1st of the grant year. In order for a property owner to be reimbursed, the property owner will be required to provide itemized receipts with proof of payment for the qualifying work. The City will review the work, including a site visit and a follow-up with the contractor, to verify it was installed in compliance with the grant application. Projects must be completed and reimbursements submitted within the timeframe described above in “Qualifications for Funding”. Reimbursements that are requested after this time may be denied, as the funds may have been re-committed to other projects. When a Stormwater Grant is awarded, the property owners shall be required to sign a Hold Harmless Agreement. A sample Hold Harmless Agreement is attached to this document. As a condition of the grant, the City will, in some cases, need to issue an IRS form 1099 to the grant recipient. Therefore, the recipient of the reimbursement monies must provide a completed a W-9 form, including a valid Social Security Number or Tax Identification Number, to the City upon approval of the grant application. The W-9 form will be provided by the City to recipients.

- The applicant would be responsible for all costs. The City would reimburse after the final costs and receipts have been incurred.
 - Itemized and dated paid invoices must accompany the rebate application.
- The project must be completed within the fiscal year that it is approved.
- The City would require access to private property for evaluation of the BMP application, prior to construction, during construction and during the final inspection of the BMP.
- Implementation of an approved project will be the sole responsibility of the property owner.
- The City will not be liable for personal injury or property damage resulting from said work.
- Projects approved for funding carry no implied warranty by the City.
- The funded BMP must be maintained for a minimum period of three years. All maintenance costs will be the responsibility of the property owner.
- The applicant will be responsible for obtaining all applicable permits. The application approval will not constitute a permit. This includes the required notification of Iowa One Call before digging.
- Notify the City when the project is complete and ready for a final inspection.
- Rebates are subject to the availability of funds.
- Rebate checks will be issued to utility account-holder unless otherwise established prior to submission of application.
- This program is subject to change or cancellation without notice.

The following Stormwater BMPs have been approved by the City of Waukeee for the Stormwater Grant Program:

Rain gardens are landscaped depressions that capture rain water runoff from roofs, driveways/sidewalks, streets or compacted yards. The rainfall runoff captured in a rain garden is temporarily ponded, before infiltrating/percolating down through the soil. The installation of a rain garden helps restore a landscape's ability to manage water more sustainably by allowing rainfall to be absorbed through the soil to recharge groundwater and minimize runoff.

Bio-retention cells may be needed if the selected site does not allow for adequate percolation of the soil for the installation of a rain garden. Bio-retention involves the capture and infiltration of stormwater runoff from impervious surfaces to reduce water pollution and stabilize stream flows. Bio-retention cells have an engineered and constructed subgrade, due to altered and compacted soil conditions. The subgrade ensures adequate percolation of captured runoff by using a perforated drain pipe in a rock bed covered by a sandy soil mixture. A limiting factor for placement of a bio-retention cell may be the lack of an outlet for the subdrain. An outlet is necessary to ensure proper drainage. The subdrain often outlets into the storm sewer or can discharge down gradient of the bio-retention cell.

Soil Quality Restoration (SOR) is a process of improving soil health on new or existing lawns. The process uses tillage, aeration and compost to increase infiltration and organic matter content. Soil quality restoration leads to healthier, more functional soils and to landscapes that can absorb more rain and shed less runoff.

Native Landscaping is planting Iowa native plants and grasses with deep root systems, which create open space in the soil below and allow for rainfall to percolate into the ground. Native plants are adapted to Iowa's climate and tolerate weather extremes. Strategically placing native plants will enhance the landscape's ability to infiltrate and manage stormwater. In residential settings, this may consist of dense bands of prairie or woodland plants on the downslope side of the property to filter and absorb rainfall and runoff.

- A minimum area of 100 sf is required for reimbursement.
- Examples of approved native plants and seed mixes can be found at <https://iowastormwater.org/rainscaping/native-landscaping/>
- Provide a maintenance plan for the first three years after installation.

Rain barrels are used for the collection and storage of rainwater from rooftops by capturing water from a downspout. The water collected in a rain barrel may then be used at a later time for watering plants, lawns and gardens. In addition to being a BMP that provides reduction in stormwater runoff, rain barrels are a practice that introduces water conservation and education to customers regarding the amount of stormwater that is shed from impervious surfaces.

This portion of the program would provide a rebate for Stormwater Utility customers purchasing a rain barrel. The rebate will be for the purchase price, provided by receipt, up to a maximum amount of \$50, on a one-time basis per customer.

- Purchase a new rain barrel with a minimum capacity of 50 gallons.
- Rain barrels previously used as rain barrels or individuals who have previously received a rebate will not be eligible.
- Installation of the rain barrel will be the sole responsibility of the property owner. The City will not be liable for personal injury or property damage resulting from said installation.
- The rain barrel must be installed prior to submission of an application. All rebate payments are subject to verification of installation.
- Itemized and dated invoices must accompany the rebate application.
- Applications must be submitted within 30 days of installation of the rain barrel unless otherwise established prior to submission of the application.
 - Rebate checks will be issued to utility account-holder unless otherwise established prior to submission of application.
 - Incentives paid will not total more than the cost of the rain barrel purchased.
- Rain barrels may be subject to random inspection.
- Rain barrels receiving rebate would be prohibited from sale for profit. Rain barrels sold for profit may be subject to a charge to the account holder's utility bill equal to the rebate received.
- Rebates will be subject to the availability of funds.
- This program will be subject to change or cancellation without notice.

New methods included in the Iowa Stormwater Management Manual (ISWMM) may be added to the approved list of BMPs upon review by the Program Administrator.