

# PROFESSIONAL CONSULTING SERVICES AMENDMENT NO. 1

## West First Street Widening and Improvements – Phase 1 SW Scott Street to SW Logan Street

This **AMENDMENT**, made and entered into this 6<sup>th</sup> day of May, 2019, by and between the **CITY OF ANKENY IOWA**, hereinafter referred to as the “City”, and **FOTH INFRASTRUCTURE AND ENVIRONMENT, LLC.**, hereinafter referred to as the “Consultant”, for professional services in connection with the complete design hereby amends the original Agreement dated December 17, 2018, as follows:

The City and Consultant agree to amend the original Agreement to include the following tasks:

1. SCOPE OF SERVICES

Services provided under this AMENDMENT shall be as further described in Attachment 1, Scope of Services.

2. SCHEDULE

The schedule of the professional services to be performed shall conform to the Schedule set forth in Attachment 2. Any deviations from the Schedule shall be approved by the authorized City representative. The City agrees that the Consultant is not responsible for delays arising from a change in the scope of services, a change in the scale of the Project or delays resulting from causes not directly or indirectly related to the actions of the Consultant.

3. COMPENSATION

A. In consideration of the professional services provided herein, the City agrees to pay the Consultant the following fee, a maximum NOT-TO-EXCEED, including any authorized reimbursable expenses, pursuant to the Schedule of Fees set forth in Attachment 3.

I. Basic Services of the Consultant	
A. Project Coordination	\$ 49,870.00
B. Design Surveys	\$ 88,500.00
C. Preliminary Design	\$ 237,115.00
D. Pre-Final (Check) Design and Plan Preparation	\$ 151,615.00
E. Final Plans	\$ 24,575.00
F. Real Estate Services	\$ 83,095.00
G. Geotechnical Services	\$ 21,120.00
II. West First Street Fiber Optic System Relocation	
A. Project Coordination	\$ 6,300.00
B. Conceptual Design	\$ 4,010.00
C. Preliminary Design	\$ 20,320.00
D. Final Design	\$ 18,180.00
E. Project Bidding	\$ 4,560.00
TOTAL	\$ 709,260.00

THIS AMENDMENT is subject to all provisions of the original AGREEMENT.

THIS AMENDMENT, together with the original AGREEMENT represents the entire and integrated AGREEMENT between the City and Consultant.


THIS AMENDMENT executed the day and year written above.

Foth Infrastructure and Environment, LLC  
Project No. 18A039.01  
Date: May 6, 2019

West First Street Widening and Improvements – Phase 1  
SW Scott Street to SW Logan Street  
Ankeny, Iowa

**FOTH INFRASTRUCTURE AND ENVIRONMENT, LLC**

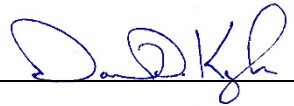
**CITY OF ANKENY, IOWA**

BY:   
Patrick P. Kueter, P.E.  
Client Director

BY: \_\_\_\_\_  
Gary Lorenz  
Mayor

WITNESS

ATTEST

  
Name David D. Kapler, P.E.  
Title: Sr. Vice President

\_\_\_\_\_  
Name: Debra M. Arend  
Title: Deputy City Clerk

## Attachment No. 1 Scope of Services

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The work to be performed by the **Consultant** under this agreement will encompass and include detailed work, services, materials, equipment and supplies necessary to complete analysis and design for the Project.

The project consists of reconstruction of West First Street from just east of SW Scott Street to just east of SW Logan Street in Ankeny, Iowa. The Consultant has completed the data collection, functional design and existing storm sewer assessment under the original Agreement. This Amendment No. 1 to the original Agreement is to complete the public engagement activities, preliminary and final roadway design, preliminary and final design of the fiber optic system relocation, acquisition plats, real estate acquisition services, continued private utility conflict resolution, and evaluation of right-of-way needs. This scope of services is based on the following project assumptions:

- West First Street project length is approximately 3,100 LF.
- Side Streets are assumed to reconnect within 100-ft of West First Street.
- Design services for the roadway project to be completed in accordance with Iowa DOT Swap policy requirements.
- The roadway project will be let by the Iowa DOT using the Iowa DOT standard specifications and be developed as a single bid package. The roadway project submittals will follow the dates shown in Attachment A to I.M. 3.010 for a February 18, 2020 letting date.
- The fiber optic system relocation project will be let by the City using the SUDAS standard specifications and be developed as a separate bid package from the roadway project.
- The City will complete video inspection, review, and evaluation of the existing sanitary sewer and storm sewer systems. City will recommend locations of sanitary sewer and storm sewer replacement, repair, or rehabilitation improvements.
- Includes a limited corridor environmental documentation following Iowa DOT Swap guidelines.
- Construction period services will be completed under future Amendments.

The scope of services to be performed by the Consultant shall be completed in accordance with generally accepted standards of practice and shall include the services to complete the following tasks:

### I. **BASIC SERVICES OF THE CONSULTANT.**

The Consultant will consult on a regular basis with the City to clarify and define the City's requirements for the Project and review available data. The City agrees to furnish to the Consultant full information with respect to the City's requirements, including any special or extraordinary considerations for the Project or special services needed, and to make available pertinent existing data. The Consultant shall provide the following basic services in regard to the Project:

#### A. **Project Coordination**

The Consultant will complete the following project coordination activities:

##### **Task 1 – Design Development Meetings**

The Consultant will maintain communications with the City to review progress and discuss specific elements of the project design and receive direction from the City. The meetings will also serve to establish schedules, develop project goals, establish initial design parameters, promote a dialog between the various entities, improve the decision-making process, and expedite design development. Prepare minutes of meetings and keep documentation of other communications. For budget purposes, the Consultant will attend six (6) meetings that will be attended by three (3) staff members of the Consultant.

The following meetings are included with the scope of work:

Preliminary Plan Phase - three (3) meetings  
Final Plan Phase - two (2) meetings

There is one (1) additional meeting included for miscellaneous purposes and it is understood by the parties that the Consultant will attend additional meetings as needed to complete the Project. The Consultant will also maintain communications with the City with regularly scheduled teleconferences.

**Task 2 – Public Transit Coordination Meetings**

The Consultant will attend meetings with Des Moines Area Regional Transit (DART) to address specific design development elements. It is anticipated that there will be two (2) meetings with representatives of DART. The first will be to review the conceptual design elements in preparation for preliminary design, and the second will be final design review and coordination meeting.

**Task 3 – Overhead Electric Relocation Meetings**

The Consultant will attend specific meetings with MidAmerican Energy to discuss relocation options (underground and/or overhead). It is anticipated that there will be two (2) meetings with representatives of MidAmerican Energy. The first will be to advise of the nature and extent of the improvements and any potential conflicts with existing or proposed utility systems and relocation considerations, and the second will be to further discuss relocation options including easements.

**Task 4 – Utility Coordination Meetings**

The Consultant will conduct one (1) joint utility meeting. The Consultant will also conduct meetings with individual utility companies to address specific conflicts. It is anticipated that there will be two (2) meetings with representatives of the various utility companies. The first will be to advise of the nature and extent of the improvements and any potential conflicts with existing or proposed utility systems, and the second will be preliminary design review and coordination meetings.

**Task 5 – Project Information Meetings**

The Consultant will conduct one (1) project information meeting that will be attended by four (4) staff members of the Consultant. The purpose of the meeting will be to provide a brief overview of the proposed improvements to the surrounding neighborhoods and a discussion of the reconstruction plan, as well as gather information on the concerns, priorities, and specific issues of the adjacent property owners and other affected parties. This task includes preparation of the display materials and hand out information for the meeting.

The reserving of the meeting facility and the mailing of a public notification will be completed by the City.

**Task 6 – Individual Property Owner Meetings**

The Consultant will conduct meetings with individual property owners to address issues of specific concern to adjacent properties. These meetings will be held in concert with the preliminary design development and property acquisition phases of the project. This will include specific discussions about access issues, changes in circulation, potential right-of-way needs, and other issues related to specific parcels.

During the scheduled individual property owner meeting times, the Consultant's project manager will meet with the affected property owner to discuss the specifics of the project as it relates to their property, obtain information regarding any issues the property owner feels is important, and get input regarding their expectations about the project. The information gathered at this time will be used in developing the project documents and negotiating the required right-of-way. It is anticipated that one (1) meeting with six (6) individual property owners involved in the right-of-way acquisitions will be required.

**Task 7 – Property Acquisition Exhibit Preparation**

Exhibit for property acquisition 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.

**Task 8 – Individual Parcel Exhibits**

The Consultant will prepare individual property acquisition exhibits (8.5-in by 11-in) for each parcel which will consist of aerial imagery and show the proposed roadway design elements, driveway access, and site modifications, in addition to existing right-of-way lines, proposed fee title right-of-way needs, and permanent/temporary easement needs. The exhibits will be labeled with key parcel information and reference individual easement square footage areas. The exhibits will be used for initial right-of-way discussions and verification in advance of the preparation of acquisition plats. For estimating purposes, it is assumed that twenty (20) exhibits will be prepared.

**Task 9 – Project Management** (12 mos. for March 2019 – February 2020)

The project manager for the Consultant will be responsible for maintaining coordination with the City, monthly progress reporting, minutes of meetings, interoffice memoranda, and project invoicing. This task also includes scheduling of staff, review of progress, and senior review of deliverables.

**B. Design Surveys**

The Consultant will perform field and office tasks required to collect additional topographic information deemed necessary to complete the project. The City will provide aerial photographic and other available mapping of the Project area. The Consultant will also provide environmental surveys needed to meet the Iowa DOT Swap Environmental process. The specific supplemental survey tasks to be performed include the following:

**Task 1 – Permanent Monumentation of Section Corner**

This task consists of monumentation of the southwest corner of Section 14. The monumentation will comply with requirements of the Iowa Code and will be performed by or under the direct supervision of a duly licensed land surveyor under the laws of the State of Iowa.

**Task 2 - Preparation of Acquisition Plats and Legal Descriptions**

The Consultant will prepare acquisition plats and legal descriptions for property to be permanently acquired with the project. For estimating purposes, the following numbers of acquisition plats are assumed for this agreement:

- Permanent (Fee Title) Right-of-Way Acquisition Plats (FE) = 12 each
- Permanent (Sidewalk, Utility, Electric) Easements (PE) = 17 each
- Temporary Construction Easements (TE) = Not needed. City will utilize Parcel Exhibits

The following table summarizes the anticipated project acquisitions, for which this scope of service task has been developed:

Parcel No.	Owner Name Parcel Address	Fee Title (FE)	Temporary Easements (TE)	Permanent Easements (PE)
12	Irena Vrebac & Almin Habibovic 101 NW Scott St			
13	Morrison Rentals Co-Op Inc. 810 W 1st St	1	1	
14	City of Ankeny 804 W 1st St	1	1	1
15	City of Ankeny NA, Bike Trail ROW	1	1	
16	City of Ankeny NA, Bike Trail ROW	1	1	
17	City of Ankeny, Fire Station 120 NW Ash Dr	1	1	2

Parcel No.	Owner Name Parcel Address	Fee Title (FE)	Temporary Easements (TE)	Permanent Easements (PE)
18	City of Ankeny, City Hall 410 W 1st St	1	1	4
19	Ankeny Community School District 310 NW School St	1	1	1
20	Elwells Inc. 220 W 1st St	1	1	
21	Elwells Inc. 110 N Ankeny Blvd		1	1
27	Gregory J Miller 101 SW Logan St		1	1
28	George L Rieck & Marcia C Guffey 102 SW Logan St		1	1
29	Christopher C. Mahlstadt 211 W 1st St		1	
30	B&W Farms LLC, Walter & Bonita Harmon 101 SW School St	1	1	1
31	Gitta R Nelson 301 W 1st St	1	1	1
32	Ken Anderson 101 SW Pleasant St		1	1
33	Jerold J Barten 102 SW Pleasant St		1	1
34	Thomas D Wiederin & Amy R Wiederin 421 W 1st St		1	
35	BW Realty LLC 102 SW Walnut St		1	
36	Debbie Graham 101 SW Cherry St	1	1	1
37	Christopher & Sheri Houdesheldt 106 SW Cherry St	1	1	1
38	Connie L Kappos 101 SW Maple Street		1	
39	Michael W Staab & Deborah K McKittrick 701 W 1st St		1	
40	City of Ankeny NA, Bike Trail ROW		1	
41	City of Ankeny, AMP 715 W 1st St		1	
42	Todd C. Kratky 101 SW Scott St		1	
43	Paul E. & Andrea L. Boughton 814 SW 2nd St Place			
53	BG Properties Group 110 SW School St		1*	
Totals		12	26	17

\* Parcel 53 easements are dependent on final lane configuration of SW School Street

**Task 3 - Right-of-Way/Easement Staking**

This task consists of staking the easement locations for purposes of right-of-way negotiations. The staking survey includes the marking of key easement location points in order to visualize the locations in the field and will also include marking of existing property line locations. For the purpose of this agreement, all permanent fee title, permanent easements, and temporary easements will be staked one (1) time.

**Task 4 - Soil-Boring Location Surveys**

Perform soil-boring location surveys to establish location and elevation of proposed geotechnical investigations consisting of approximately twelve (12) soil borings.

**Task 5 – Utility Relocation Staking**

Perform staking to aid in the relocation of private utilities. This task will include communication with utility companies regarding their needs and staking. This task includes (1) staking effort per each utility company. A total of eight (8) hours has been estimated for this task.

**Task 6 – Threatened and Endangered (T&E) Species**

Perform a field review to evaluate whether suitable habitat for the federally-listed T&E species is present. Complete the Determination of Effect for Threatened and Endangered Species for Local Public Agencies (DOE) form.

**Task 7 – Cultural Resources**

The Sub-Consultant will complete a Cultural Resources Evaluation (CRE) to determine whether fieldwork is needed to document potential cultural resources. If recommended by the Sub-Consultant, a Phase I Cultural Resource Survey will be performed.

**Task 8 – Limited Wetland Evaluation**

Perform a field review to document the lack of wetland areas within the project corridor based on wetland vegetation and hydrology indicators readily observed during the site visit. Document the findings of the limited wetland evaluation in a letter report.

**C. Preliminary Design**

The Consultant 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.

The work to be performed by the Consultant under the Preliminary Design phase will consist of the following tasks:

**Task 1 - Preliminary Roadway Geometrics**

Refine roadway geometrics for the project based on the preferred alternative functional geometrics and approved design criteria.

**Task 2 – Preliminary Operational Analysis – NW School Street**

Analyze the intersection of NW/SW School Street and W First Street for traffic operations to determine the optimal intersection lane configuration. Synchro will be used to analyze existing AM, PM, and afternoon school peak hours and corridor operations. Traffic signal timings and traffic counts for the intersection will be provided by the City. A technical memorandum will summarize the analyses and provide a recommendation for the overall intersection lane configuration.

**Task 3 – Preliminary Horizontal Alignments and Vertical Profiles**

Utilizing the preliminary geometric layout, refine horizontal alignments and develop vertical profiles for the mainline and connecting roadways. The alignments and profiles will be developed based on the technical memorandum summarizing the design criteria.

**Task 4 – Preliminary Access and Site Development Modification Design**

Develop preliminary design layout for access and site development modifications. Analyze effects the proposed improvements will have on drainage, grades, and on-site traffic circulation patterns. For estimating purposes, it is assumed that one (1) property will need site modifications.

**Task 5 – Preliminary Water Main and Sanitary Sewer Modification Design**

Develop preliminary design modifications for existing water main and sanitary sewer systems within the project corridor. Includes minor adjustments and not complete relocation of these utilities.

**Task 6 – Preliminary Storm Sewer Design**

The original Agreement included an inventory of existing hydrologic and hydraulic conditions and an analysis of the impacts the proposed improvements will have on the area wide drainage patterns. Once the impacts have been quantified, develop storm sewer system layout plan and major cross road culverts based on Chapter 2 SUDAS Design Manual. Resolve potential conflicts with underground utilities and other design elements. Vertical profiles are not developed as part of this task.

**Task 7 – Roadway Lighting Photometric Design**

This task consists of selection of lighting poles and fixture types, design and drawing preparation of a preliminary layout, preparation of photometric analysis and reports. This task does not include any electrical circuit design. The Consultant will work closely with the City and MidAmerican Energy Company to ensure that the proposed lighting system is compatible with the overall project design, and that it will meet the needs of the City.

**Task 8 - Utility Conflict Identification**

The Consultant will identify utility conflicts based upon the preliminary design layout and develop a tabulation with plan sheet exhibits for the purpose of working through conflict resolution. This task includes storm sewer, water main, sanitary sewer, and fiber optic, and all private utilities including gas, electric, and communications.

**Task 9 – Construction Staging Plan Development**

The Consultant will develop a preliminary traffic control concept to indicate how the project will generally be constructed and traffic will be maintained during construction. The construction staging plan will take into consideration all elements of construction including roadway, storm sewer, water main, and sanitary sewer improvements, as well as property access and private utility relocations. With review and acceptance by the City, the concepts developed in preliminary plans will serve as the basis for preparing the final traffic control plan in final design.

**Task 10 – Acquisition Requirements Identification**

The Consultant will identify permanent right-of-way and permanent/temporary easement needs based on the preliminary design development. The requirements will take into consideration proposed utilities, construction staging and access, utility relocations, and other critical construction elements.

**Task 11 - Preliminary Plan Preparation**

Upon completion of the preliminary plans, the design plans will be approximately 60 percent complete. The work to be performed by the Consultant under Preliminary Design will consist of the following tasks:

Title Sheets (A Sheets)

This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: Index of Sheets, Legend, Location Map, Project Number, and Design Traffic data.



Preliminary Typical Cross Sections (B Sheets)

This task consists of assembling the Typical Cross Sections to be used for the proposed improvements as well as a preliminary determination of the limits that each Typical Section will apply. The Typical Cross Sections will include but not be limited to typical sections for the proposed grading, drainage, and paving improvements.

Preliminary Mainline/Side Road Plan and Profiles (D and E Sheets)

This task consists of the development of preliminary plan and profile sheets that will show the existing topography along with the proposed improvements based on the survey or the office relocation centerline. Proposed Right-of-Way and Construction Easement limits based on the catch point lines will be shown. Included will be the necessary CADD work to show the preliminary design features for the proposed improvements.

Preliminary Utility Plan and Profiles (DS and DW Sheets)

This task consists of the development of preliminary plan and profile sheets that will show the existing topography along with the proposed improvements of the sanitary sewer and water main. Proposed Right-of-Way and Construction Easement limits based on the catch point lines will be shown. Included will be the necessary CADD work to show the preliminary design features for the proposed improvements.

Preliminary Traffic Control and Staging (J Sheets)

Develop suitable plan for construction scheduling and staging of the Project and for traffic control measures to be implemented during construction. Staging plan will include provisions for maintaining access to adjacent properties during construction. The plan sheets will include construction staging sections and high level plan exhibits. For estimating purposes, it is assumed that the roadway will maintain a minimum of 2-lane traffic (1-lane in each direction) during construction.

Preliminary Geometric, Staking, and Jointing (L Sheets)

Develop and refine geometric layouts and provide additional horizontal and vertical survey information needed to construct the intersections.

Preliminary Storm Sewer Plan and Profiles (M Sheets)

Develop preliminary plan and profile sheets for storm sewer information.

Preliminary Traffic Signal (N Sheets)

This task consists of preliminary traffic signal improvements as listed below:

Existing Traffic Signal Reconstruction:

- NW Ash Dr/SW Cherry St and W First St
- NW/SW School St and W First St
- HAWK Signal

Temporary Traffic Signal Plans:

- NW Ash Dr/SW Cherry St and W First St
- NW/SW School St and W First St
- HAWK Signal

Existing Traffic Signal Modifications:

- Pedestrian signal at High Trestle Trail and W First St

The preliminary plans will include signal pole footing placement and other general layout information. This task also includes gathering information on the type of equipment to be used for the project using available design standards of the City and the Manual on Uniform Traffic Control Devices (MUTCD).

Preliminary Lighting Layout Sheets (P Sheets)

This task consists of development of preliminary lighting layout plan sheets showing photometric analysis.

Preliminary Removal Plans (R Sheets)

This item consists of preliminary layout of the project removal plan.

Preliminary Sidewalk Plans (S Sheets)

Develop preliminary curb ramp layout in accordance with Chapter 12 of Iowa SUDAS Design Manual. Design ramp geometric configuration alternatives, identify surface requirement, review general horizontal curb openings, and identify sidewalk width and passing space within the corridor.

Preliminary Cross Sections (W and X Sheets)

This task consists of the design and drafting associated with the assembly of detailed cross sections (25-foot increments) to illustrate typical conditions, drainage designs, and non-typical conditions as needed for guidance during design, review, and quantity estimating purposes.

**Task 12 – Submit Preliminary Plans to the Iowa DOT and the City**

The Consultant will prepare a cover letter and complete the required checklist for the submittal. The plans, cover letter, and checklist will be submitted to the Iowa DOT through their electronic system.

**Task 13 - Preliminary Field Review**

A field review will be held with the Project Development Team to discuss key issues and design concepts, including drainage, access control, traffic control/stage construction, and right of-way. The review will determine the completion of the plan design, identify needed adjustments to minimize potential property impact, and confirm the proposed staging plans. Revisions will be noted for preparation of the final design. Completion of the field review will allow preparation for Final Plans.

**Task 14 - Budget Review**

The Consultant will prepare a preliminary opinion of probable construction cost for the project and compare the cost to the City's current Project budget. The Consultant will make recommendations pertaining to modifications in the Project in order to address budgetary concerns. Preliminary cost estimates will be based on representative major project elements and recent bid information. Detailed quantity takeoffs will not be developed for the preliminary cost estimate.

**Task 15 - Quality Control**

Involve ongoing quality control input from the Project Team and the design engineer's senior technical staff throughout the development of preliminary plans. The design engineer is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the preliminary plan set to the Project Team.

Review the preliminary engineering plan set for technical accuracy, as well as for general constructability and conformance with the project design criteria.

**D. Pre-Final (Check) Design and Plan Preparation**

Based upon approved preliminary design, field review, and project information meeting, the Consultant shall subsequently proceed with final design, contract drawings, specifications, and opinion of probable construction cost 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. The work tasks to be performed include the following:

**Task 1 – Check Plans**

The Consultant shall provide the City with the following deliverables:

Final Title Sheets (A Sheets) - Finalize title sheet. The title sheets will include the following: Index of Sheets, Legend, Location Map, Project Number, and Design Traffic Data.

Final Typical Cross Sections and Details (B Sheets) - This item consists of final design and drafting of typical cross sections and standard details to be utilized for the improvements.

Final Quantities and General Information (C Sheets) - This item consists of final bid items to be included in the Project, as well as final quantity tabulations, and the development of the general notes and estimate reference information.

Final Plan and Profiles (D and E Sheets) - This item consists of the final design and drafting of roadway plan and profile sheets (mainline and side roads), including the detail information required for plan approvals, permitting, and construction of the proposed improvements. This task also consists of the final design and drafting for the installation of new utilities and utility adjustments that can be determined from coordination with the utility companies at the time of design.

Final Utility Plan and Profiles (DS and DW Sheets) - This item consists of the final design and drafting of sanitary sewer and water main plan and profile sheets, including the detail information required for plan approvals, permitting, and construction of the proposed improvements.

Final Erosion Control and Surface Restoration (EC Sheets) - This item includes the final design and drafting of erosion control measures and surface restoration to be provided on the Project.

Survey Sheets (G Sheets) - Finalize the plan control points and the benchmark data used to develop the plans and to be preserved throughout construction of the project. This item includes reference ties, benchmarks, and horizontal control tabulations for all alignments.

Right-of-Way Sheets (H Sheets) - Finalize right-of-way sheets showing the existing right-of-way, proposed right-of-way, permanent easement, and temporary easement information in relation to the proposed centerline, control points, and property ownership. This item includes tabulations of all found monuments within the Project limits in compliance with the requirements of Iowa Code Section 355 and the Iowa Administrative Code Section 193C.

Traffic Control, Staging, Pavement Markings, and Traffic Signing (J Sheets) – This item consists of final design and drafting of the traffic control, staging, permanent pavement markings, and traffic signing plans.

Final Geometric Staking, Jointing, and Edge Profiles (L Sheets) – This item consists of the final design and drafting of jointing details, spot elevations, and geometric layouts for all non-typical pavement areas. This item also includes edge profiles for major side road returns.

Final Design of Storm Drainage Systems (M Sheets) - This item consists of final design and drafting of storm sewers, storm sewer inlets, manholes, open ditches, culverts, and other storm drainage related facilities for the Project.

Final Traffic Signal Sheets (N Sheets) - This item consists of the final design and drafting of permanent traffic signals, temporary traffic signals, and the modifications of pedestrian signal. Included in this task will be the signal layout plans, wiring diagrams, major equipment, poles, signal heads, quantities, special provisions, fiber optic interconnect to support both temporary and permanent traffic signal locations, and other elements of the traffic signal installations, as necessary, to accommodate the roadway design, and proposed phasing and operation of traffic signals.

The Consultant will utilize a subconsultant as part of this task to complete a subsurface utility investigation (pot holing) to identify utilities marked by others in the field to establish horizontal and vertical locations near the permanent traffic pole locations. It should be noted that the Consultant is relying on private utility companies to mark their facilities in the field and cannot guarantee that all utilities will be marked. Sidewalk/trail removal and replacement is not included as part of this task.

It is assumed that up to a maximum of 30-hrs is included for sub surface utility investigations.

Final Roadway Lighting Layout (P Sheets) - Show final photometric plan and locations of poles on project plan drawings. Circuit design, utility service location, equipment location, and bill of materials to be provided by utility company is not included as part of this scope of services. These sheets will be provided for information only.

Final Removal Plans (R Sheets) - This task consists of final design and drafting of final removal plan sheets.

Final Accessible Curb Ramp Design (S Sheets) - Develop final curb ramp layout in accordance with Chapter 12 of Iowa SUDAS Design Manual. Finalize ramp geometric configurations, transitions between sidewalks and driveways, calculate horizontal curb openings, cross slopes, running slope, and label sidewalk width and passing space within the corridor.

Final Earthwork Quantities (T Sheets) - This task consists of final design and drafting of the soils information and earthwork quantities. For estimating purposes, it is assumed that the earthwork will include staged quantities consistent with the traffic control plan.

Final Special Construction Details (U Sheets) - This item consists of the final design and drafting of special project details not covered in other items. Included are such items as special grading details, channel grading, culvert details not included in the standard drawings, special storm sewer or manhole details not included in the standard drawings, special paving details, and other required miscellaneous details found to be required for completion of the project.

Final Design Cross-Sections (W and X Sheets) - This item consists of the final design and drafting of individual cross-sections for the project. Cross sections will be designed and drawn at 25-foot maximum intervals, with additional cross-sections included as necessary. Cross sections will show the existing ground elevations as well as the final project grading, including foreslope and backslope information, special sub-grade treatments, ditches, pavement replacement, and other pertinent information.

## **Task 2 - Project Permitting**

The Consultant will assist the City in preparing applications for permits from governmental authorities that have jurisdiction to approve the design of the project and participate in consultations with such authorities, as necessary. The Consultant shall prepare the following documents for the project:

- IDNR Water Supply Section – Construction Permit Application
- IDNR NPDES Stormwater Discharge Permit
- Notice of Publication
- Pollution Prevention Plan
- IDNR Wastewater Construction Permit Application

Any fees for construction permits, licenses, or other costs associated with permits and approvals shall be the responsibility of the Consultant. The Consultant shall prepare the permit applications and other documentation and file the applications for permits.

## **Task 3 – Quality Control**

Involve ongoing quality control input from the Project Team and the design engineer's senior technical staff throughout the development of Check Plans. The design engineer is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the Check Plans set to the Project Team.

Review the Check Plans set for technical accuracy, as well as for general constructability and conformance with the project design criteria.

**Task 4 - Opinion of Probable Construction Cost**

The Consultant shall prepare a Final Opinion of Probable Construction Cost for the project at the time of completion of the plans and specifications. The Opinion of Probable Construction Cost is intended for the use of the City in financing the Project.

**Task 5 – Submit Check Plans to the Iowa DOT and City**

The Consultant will prepare a cover letter and complete the required checklist for the submittal. The cover letter details any significant changes to the design since the last submittal, comments that were addressed, progress of the project, Public Interest Findings needed, status of Environmental clearance, and outstanding issues. The plans, cover letter, and checklist will be submitted to the Iowa DOT through their electronic system.

**E. Final Plans**

The Consultant will coordinate and manage the final project development submittals to the Iowa DOT and City for the project. The work tasks to be performed or coordinated by the Consultant will include the following:

**Task 1 – Incorporate Iowa DOT and City Comments from Check Plans Submittal**

The Consultant will respond to comments resulting from the Check Plans review. Recommended modifications will be incorporated into the plan set.

**Task 2 – Prepare Public Interest Finding (PIF)**

The Consultant will prepare Public Interest Finding (PIF) documentation on behalf of the City. The PIF requests special consideration be made for use of specific products or special circumstances that require a delay in submission of Final Plans. For budgetary purposes, it is anticipated that there will be one (1) PIF prepared.

**Task 3 – Complete Project Development Certificate**

The Consultant will complete and submit the required Iowa DOT documentation to finalize the project plans and secure the letting date. This involves verifying utility relocations and right-of-way impacts.

**Task 4 – Final Plan Submittal**

The Consultant will submit Final Plans and the Project Development Certification.

**Task 5 – Bidding Phase Activities**

The Consultant shall be available to answer questions from contractors through the Iowa DOT prior to the letting and shall aid in the issuance of addenda as appropriate to interpret, clarify, or append the bidding documents.

**Task 6 - Bid Tabs and Award Recommendation**

The Consultant shall make tabulations of bid for the City, shall advise the City on the responsiveness of the bidders, and assist the City in making the award of contract.

**F. Real Estate Services (JCG Land Services, Inc.)**

The Consultant will retain the services of JCG Land Services, Inc. (JCG) to provide Real Estate Services required for the project as a Sub-Consultant to serve as the professional representative for both the Consultant and the City. The Consultant, 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. Milestones and critical dates for completion of key elements of the right-of-way acquisition process will be identified and made a part of the project development plan and schedule. The objective is to start the acquisition process early and proceed to a timely conclusion of right-of-way acquisition. The Consultant, with the assistance of JCG, will coordinate specialists and subconsultants involved in right-of-way acquisition.

The real estate acquisition services will follow the Iowa DOT's Office of Right-of-Way's instructional manual for property acquisition, Right-of-Way Information Packet for Local Public Agency Federal/State-Aid Projects.

The following table summarizes the anticipated project right-of-way acquisitions, for which this scope of service task has been developed:

Parcel No.	Owner Name Parcel Address	Appraisal	Comp. Estimate	Fee Title (FE)	Temp. Ease. (TE)	Perm. Ease. (PE)
12	Irena Vrebac & Almin Habibovic 101 NW Scott St					
13	Morrison Rentals Co-Op Inc. 810 W 1st St	1		1	1	
14	City of Ankeny 804 W 1st St			1	1	1
15	City of Ankeny NA, Bike Trail ROW			1	1	
16	City of Ankeny NA, Bike Trail ROW			1	1	
17	City of Ankeny, Fire Station 120 NW Ash Dr			1	1	2
18	City of Ankeny, City Hall 410 W 1st St			1	1	4
19	Ankeny Community School District 310 NW School St		1	1	1	
20	Elwells Inc. 220 W 1st St	1		1	1	1
21	Elwells Inc. 110 N Ankeny Blvd		1		1	1
27	Gregory J Miller 101 SW Logan St		1		1	1
28	George L Rieck & Marcia C Guffey 102 SW Logan St		1		1	1
29	Christopher C. Mahlstadt 211 W 1st St		1		1	
30	B&W Farms LLC, Walter & Bonita Harmon 101 SW School St	1		1	1	1
31	Gitta R Nelson 301 W 1st St	1		1	1	1
32	Ken Anderson 101 SW Pleasant St		1		1	1
33	Jerold J Barten 102 SW Pleasant St		1		1	1
34	Thomas D Wiederin & Amy R Wiederin 421 W 1st St		1		1	1
35	BW Realty LLC 102 SW Walnut St		1		1	1
36	Debbie Graham 101 SW Cherry St	1		1	1	1
37	Christopher & Sheri Houdesheldt 106 SW Cherry St	1		1	1	1
38	Connie L Kappos 101 SW Maple Street		1		1	

Parcel No.	Owner Name Parcel Address	Appraisal	Comp. Estimate	Fee Title (FE)	Temp. Ease. (TE)	Perm. Ease. (PE)
39	Michael W Staab & Deborah K McKittrick 701 W 1st St		1		1	
40	City of Ankeny NA, Bike Trail ROW				1	
41	City of Ankeny, AMP 715 W 1st St				1	
42	Todd C. Kratky 101 SW Scott St		1		1	
43	Paul E. & Andrea L. Boughton 814 SW 2nd St Place		1			
53	BG Properties Group 110 SW School St		1		1	
<b>Totals</b>		<b>6</b>	<b>14</b>	<b>12</b>	<b>26</b>	<b>17</b>

The work tasks to be performed by the Sub-Consultant under Real Estate Services shall include the following:

**Task 1 - Preparation of Parcel Files**

Parcels will be established based upon unity of ownership, unity of use, and contiguous land. Once the parcel has been defined, two separate files will be established according to the Iowa DOT Right-of-way Design Section Manual. It is estimated that parcel files will be prepared for 27 parcels. The parcel file records shall demonstrate compliance with applicable state/federal laws and requirements. The files shall include the following items:

- All Correspondence
- Title Documents
- Design Summary Information & Plat
- Appraisals and Review Appraisals
- Negotiator’s Notes
- Administrative Settlement (if used)
- Copy of Signed Contracts
- Title Opinion
- Conveyance & Closing Documents
- Relocation Forms (if used)
- Relocation Agent’s Notes (if used)
- Condemnation Documents (if used)
- Right-of-Way Record Checklist

**Task 2 - Appraisals and Compensation Estimates**

The Sub-Consultant shall obtain the services from an independent fee appraiser for the purpose of preparing a value finding appraisal that determines the fair market value of the land and improvements to be acquired for the project, unless in the appraiser’s professional opinion a “before and after” type of appraisal is required that addresses the severance damage to the remainder. The appraisals shall be completed using Iowa DOT forms or formats acceptable to the Iowa DOT and meet their standards.

It is estimated that a value-finding appraisal will be obtained for six (6) properties. Per IDOT I.M. No. 3.605, Compensation Estimates may be used for minor, uncomplicated acquisitions that are estimated between \$10,001 and \$25,000; however, if the landowner requests an appraisal, the LPA shall provide an appraisal. For this reason we have included an extra two (2) appraisals and appraisal review reports in our estimates. Any landowner-requested appraisals beyond what has been assumed herein will be invoiced as a pass-through, reimbursable cost. In addition, compensation estimates to offer just

compensation will be prepare to acquire minor temporary acquisitions using Iowa DOT forms and standards. It is estimated that a compensation estimate will be prepared for fourteen (14) properties.

### **Task 3 - Appraisal Review**

Independent property appraisal review will be obtained from qualified professionals for each value finding type appraisal and for each before and after type of appraisal. Findings for compensation estimate types of evaluations will be reviewed by an independent right-of-way professional.

### **Task 4 - Right-of-Way Negotiations/Acquisitions**

The Sub-Consultant shall serve as the Consultant's and the City's professional representative for right-of-way negotiations/acquisitions. The Sub-Consultant shall abide by the provisions of the Iowa Code Chapter 543B regarding the requirements for persons who purchase real estate for another, including disclosure of agency provisions. The Sub-Consultant shall provide proof of valid Iowa licenses and proof of required errors and omissions insurance, and shall document the parcel files that the disclosure of agency was made.

The Sub-Consultant shall prepare all acquisition contracts and other documents necessary to secure the required right-of-way in compliance with state and federal law.

The Sub-Consultant shall deliver to each owner of interest, including tenants, acquisition brochures, offers to purchase, proposed contracts, and offers of relocation, and answer acquisition related questions from each owner of interest. The Sub-Consultant shall not offer an owner of interest an amount in excess of the approved compensation estimate without the prior approval of the City.

Upon successful completion of negotiations on a parcel, the Sub-Consultant shall audit the contract for correctness and verify all appropriate interests were acquired from the proper parties prior to submission to the City for approval.

When an agreement cannot be reached with an owner of interest through normal negotiation procedures, the Sub-Consultant shall review the parcel, giving full consideration to all pertinent data and make a recommendation as to whether a settlement should be attempted at an amount in excess of the original offer or whether to acquire the parcel by condemnation proceedings.

### **Task 5 - Closing**

The Sub-Consultant shall serve as the Consultant's and the City's professional representative as the closing agent during the performance of the closing process. The Sub-Consultant shall abide by the provisions of Iowa Code Chapter 543B regarding the requirements of persons who perform closings of real estate transactions (including the disclosure of agency provisions). The Sub-Consultant shall provide proof of valid Iowa licenses and proof of required errors and omissions insurance.

The Sub-Consultant shall prepare all documents necessary to secure the required right-of-way in compliance with state and federal law. The Sub-Consultant shall notify all mortgage(s), liens(s), and security interest(s) holders of the pending transaction, and prepare and obtain releases necessary to obtain merchantable title to real and personal property acquired.

The Sub-Consultant shall provide closing payment information and payee instructions to the City (acquiring authority) in their transmittal letter with the completed parcel file for the closing and payment process to be performed by the City. The City shall complete final closing and transfer document recording.

The Sub-Consultant shall schedule closings, obtain signatures of each owner of interest on conveyance documents and explain and answer questions related to the closing process. The City shall provide proper and prompt payment to owners of interest.

The City shall comply with all Internal Revenue Service (IRS) rules and regulations pertaining to Form 1099 reporting requirements. The City shall gather data required for reporting, report data to property



owners, the IRS, and the Iowa Department of Revenue, and deliver the City these records for the period of time required by the IRS.

The City shall record each document necessary to transfer title.

**Task 6 - Condemnation Services (Task Not Included)**

Condemnation Services are not included in this Scope of Services and these services will be completed under a supplemental agreement to this contract and shall include any appraisal service updates, updating of title opinions, and testimony required for the condemnation process.

**G. Geotechnical Services**

The Sub-Consultant will complete geotechnical exploration along the project corridor. These services will be in general accordance with the standard specifications for subsurface investigations and design. This task includes the necessary field and office services to provide a geotechnical report for the project. The task involves completing the following twelve (12) borings to a depth of 10-15 feet below existing grade:

- Roadway borings (250-ft intervals alternating EB/WB lanes) = 8 borings
- Roadway boring (NW Ash Drive) = 1 boring
- Roadway boring (SW Cherry Street) = 1 boring
- Roadway borings (NW/SW School Street) = 2 borings

The purposes of the borings include determination of existing pavement sections, roadway/utility design, moisture contents, groundwater levels (for 4 of above borings), pavement depths (cores), laboratory testing, and engineering analysis. The borings will include all City/State required traffic control measures including coordination, permits, and arranging a utility locate through Iowa One Call. The backfilling of the boreholes will be performed following the borings and meet City/State requirements.

This subsurface exploration will include laboratory testing, engineering analysis, pavement design, and a written report.

The results of our field and laboratory programs will be evaluated by a professional geotechnical engineer licensed in the State of Iowa. Based on the results of our evaluation, an engineering report will be prepared and include the following information:

- Description of the project.
- Computer generated boring logs with soil stratification based on visual soil classification
- Summarized laboratory data on the boring logs
- Groundwater levels observed during and shortly after completion of drilling
- Boring location diagram
- Subsurface exploration procedures
- Subsurface soil conditions

In addition, geotechnical recommendations for the project will include:

- Bearing soils for culverts
- Settlement and global slope stability review (as defined above)
- Earthwork construction
- Expansive soil design considerations, if applicable
- Cut and fill construction
- Excavation and backfill
- Site preparation, including the suitability of the existing on-site soils for use as structural fill
- Subsurface drainage recommendations

- Subgrade preparation recommendations for grade supported pavements

## II. WEST FIRST STREET FIBER OPTIC SYSTEM RELOCATION

The project consists of relocation of a fiber optic interconnection system within the West First Street corridor, thereby allowing access to Ankeny Community School's building, City of Ankeny's buildings, and allowing the interconnection of traffic signals within the corridors. The proposed projects consist of installation of conduit and/or fiber along the following street corridors:

### Conduit Installation

- W First Street from SW Scott Street to Ankeny Blvd (2,700-ft conduit, City)
- W First Street from SW Scott Street to Ankeny Blvd (2,700-ft conduit, School)

### Fiber Installation

- W First Street from State Street to Ankeny Blvd (5,750-ft fiber, City Network)
- W First Street from State Street to Ankeny Blvd (5,750-ft fiber, City Traffic)
- S Ankeny Blvd from W First Street to SW 3<sup>rd</sup> Street (850-ft fiber, City Network)
- S Ankeny Blvd from W First Street to SW 3<sup>rd</sup> Street (850-ft fiber, City Traffic)
- S Ankeny Blvd from W First Street to SW 3<sup>rd</sup> Street (850-ft fiber, School)
- W First Street from Northwest Elementary School to Ankeny Blvd (4,100-ft fiber, School)
- Alley from Parkview Middle School to District Administrative Office (1,250-ft fiber, School)

### Other Installations

- New handholes for the City Network and Traffic systems along W First Street between SW Scott Street and Ankeny Blvd
- New handholes for the School system along W First Street between SW Scott Street and Ankeny Blvd
- New handholes for the City Network and Traffic systems along S Ankeny Blvd between W First Street and SW 3<sup>rd</sup> Street
- New handholes for the School system along S Ankeny Blvd between W First Street and SW 3<sup>rd</sup> Street

Approximately 5,400 linear feet of conduit and 19,400 linear feet of fiber is anticipated to be installed.

## A. Project Coordination

### **Task 1 – Project Development Meetings**

The Consultant will maintain communications with the City and others to review progress and discuss specific elements of the project design and receive direction from the City. The meetings will also serve to establish schedules, develop project goals, establish initial design parameters, promote a dialog between the various entities, improve the decision-making process, and expedite design development. Prepare minutes of meetings and keep documentation of other communications. For budget purposes, it is assumed that the meetings will be attended by one (1) staff member(s) of the Consultant. The following meetings are included with the scope of work:

Preliminary Design Phase – two (2) meetings  
Final Plan Phase – one (1) meeting

**Task 2 – Utility Coordination Meetings** – Included in the Basic Services of the Consultant.

**Task 3 – Project Management** – Included in the Basic Services of the Consultant.

## B. Conceptual Design

The Consultant will complete an assessment of the existing system in order to develop master plan for the improvements. The work to be performed by the Consultant under Conceptual Design shall consist of the following tasks:

**Task 1 – Data Collection**

The following information, materials, and services, shall be provided to the Consultant by the City without cost to the Consultant:

- Record drawings of existing City and School fiber systems at each project intersection and along the corridors showing the conduits, handholes, and wiring.
- Copies of all specifications, standards, and details that are to be incorporated in the project.

**Task 2 – Review of Existing Equipment**

The Consultant shall review available information and perform field reviews of existing fiber optic system equipment, including existing handholes.

**Task 3 – Develop Alignments for the Fiber Corridors**

This task consists of development of ideal conduit paths and definition of connections to existing buildings and project requirements using a Consultant's base map. The alignments will be developed based on the needs stated by the City and School District. The conceptual design will incorporate potential elements that may affect the fiber paths including property impacts. The conceptual design will be used as a reference in preparing preliminary and final plans for the fiber optic system. The City will review the conceptual design. Suggested revisions or design modifications would be addressed in the preliminary design phase.

**Task 4 – Project Utility Review** - Included in the Basic Services of the Consultant.

**C. Preliminary Design**

The Consultant will perform preliminary design services in the preparation of design plans and specifications depicting the proposed utility relocation and other features of the project. The preliminary plans will include but not be limited to the following tasks:

**Task 1 – Preliminary Design Development**

This task consists of preparation of preliminary location plans for the fiber optic improvements. The primary focus will be on fiber optic locations, including identification of related fiber hub cabinet modifications, and other necessary construction elements. The plans will show existing aerial imagery and available GIS features including right-of-way lines and public utilities.

Develop Preliminary Fiber Optic System Design

The Consultant will develop a preliminary fiber system plan with typical fiber design standards. This will include conduit system, fiber optic, and access to fiber hub cabinets and/or traffic signal controllers, and building entries.

Develop Preliminary Intersection Modifications - Included in the Basic Services of the Consultant.

**Task 2 – Preliminary Plan Preparation**

Upon completion of the preliminary plans, the design plans will be approximately 60 percent complete. The work to be performed by the Consultant under Preliminary Design shall consist of the following tasks:

Title and General Information Sheets (A Sheets)

This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: Index of Sheets, Legend, Location Map, and Project Number.

Preliminary Typical Cross Sections (B Sheets)

This task consists of assembling the typical cross sections to be used for the proposed improvements as well as a preliminary determination of the limits that each Typical Section will apply. The typical cross sections will include but not be limited to typical sections for the proposed grading, drainage, utility trench, and paving improvements.

#### Preliminary Fiber Optic Location Plans (N Sheets)

This task consists of the development of preliminary fiber optic system location plans. The Consultant anticipates using technical special provisions consistent with those used for the typical fiber optic system projects and SUDAS Standard Specifications.

#### **Task 3 – Budget Review**

The Consultant shall prepare a preliminary opinion of probable construction cost for the project and compare the cost to the City and School's current Project budget. The Consultant shall, if necessary, make recommendations pertaining to modifications in the Project in order to address budgetary concerns. Preliminary cost estimates shall be based on representative major project elements and recent bid information. Detailed quantity takeoffs will not be developed for the preliminary cost estimate.

#### **Task 4 – Quality Control**

Involve ongoing quality control input from the City, School District, and the Consultant's senior technical staff throughout the development of preliminary plans. The Consultant is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the preliminary plan set to the City.

Review the preliminary engineering plan set for technical accuracy, as well as for general constructability and conformance with the project design criteria.

#### **Task 5 – Preliminary Field Review**

A field review will be held with the City and School to discuss key issues and design concepts, including traffic control/stage construction and right-of-way. The review will determine the completion of the plan design, identify needed adjustments to minimize potential property impact, and confirm the proposed staging plans. Revisions will be noted for preparation of the final design. Completion of the field review will allow preparation for Final Plans.

### **D. Final Design**

Based upon approved preliminary design and field review, the Consultant shall subsequently proceed with final design, contract drawings, specifications, and opinion of probable construction cost for the award of a single Contract for the construction of the proposed improvements. The work tasks to be performed include the following:

#### **Task 1 – Incorporate Comments from Preliminary Plan Review and Field Review**

The Consultant will respond to comments resulting from the preliminary plan review and field review. Recommended modifications will be incorporated into the plan set. The Consultant will revise preliminary construction plans and special provisions to incorporate City, School District, and utility company comments.

#### **Task 2 - Final Construction Plans**

The Consultant shall provide the City and School District with the following deliverables:

Final Title Sheets (A Sheets) - This item consists of finalizing the title sheet. The title sheets will include the following: Index of Sheets, Index of Standard Road Plans, Legend, Location Map, Project Number, Letting Date, and Design Designation

Final Typical Cross Sections (B Sheets) - This item consists of final design and drafting of typical cross sections (if necessary for joint utility trench construction) and special details to be utilized for the improvements.

Final Quantities (C Sheets) - This item consists of final bid items to be included in the Project, as well as final quantity tabulations, and the development of the general notes and estimate reference information.

Final Traffic Control and Staging (J Sheets) - This item consists of the final plan for construction scheduling and staging of the Project and for final traffic control measures to be implemented during construction.

Final Fiber Optic Location Plans (N Sheets) - This task consists of the final design and drafting of the fiber optic location plans. Included in this task will be the conduit layout, major equipment locations, special provisions, and other elements of the fiber optic installation as necessary to accommodate the detailed design.

Final Splice Diagrams (U Sheets) - This task consists of the final design and documentation of the fiber splice diagrams. Included in this task will be individual splice diagrams for hub cabinet locations, handhole splice enclosure locations, building entry locations, and other diagrams needed to accommodate the detailed design of the modifications to the fiber system.

### **Task 3 - Project Manual**

The task consists of preparation of a Project Manual utilizing the standard City front-end documents, including Notice to Bidders, Notice of Public Hearing, Instruction to bidders, Bid forms, Bond Forms, Agreement Forms, General Conditions of Construction Contract, Supplementary General Conditions, and Detailed Construction Specifications. The SUDAS Standard Specifications shall also be utilized for this project.

### **Task 4 - Opinion of Probable Construction Cost**

An updated Opinion of Probable Construction Cost shall be prepared at the time of completion of the plans and specifications. The Opinion of Probable Construction Cost is intended for the use of the City in financing the Project.

### **Task 5 - Quality Control**

Involve ongoing quality control input from the City, School District, and the Consultant's senior technical staff throughout the development of final plans. The Consultant is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the final plan set to the City and School District.

## **E. Project Bidding**

The Consultant will coordinate and manage the letting process for the project. For estimating purposes, one (1) letting has been included as part of this Agreement. The work tasks to be performed or coordinated by the Consultant shall include the following:

### **Task 1 - Printing of Plans and Specifications**

This task consists of printing and handling of the Plans and Specifications. For budget purposes it is estimated that ten (10) half-size (11"x17") plan sets and specifications will be duplicated and assembled by the Consultant. This task also includes dissemination of the contract documents utilizing the QuestCDN system and maintaining a plan holders list during the bidding phase.

### **Task 2 - Notice of Project**

The Consultant shall prepare the formal Notice to Bidders and Notice of Public Hearing. The City shall handle publication and posting.

### **Task 3 - Plan Clarification and Addenda**

The Consultant shall be available to answer questions from contractors prior to the letting and shall issue addenda as appropriate to interpret, clarify, or expend the bidding documents.

### **Task 4 - Letting, Bid Tabs, and Award Recommendation**

The Consultant shall have a representative present when the bids are opened, shall make tabulations of bid for the Owner, shall advise the Owner on the responsiveness of the bidders, and assist the Owner in making the award of contract, including preparation of necessary contract documents.

## **PROJECT DELIVERABLES**

The scope of services shall be considered complete upon completion and delivery of the following items to the satisfaction of the City:

- Threaten and Endangered SPecies DOE form
- Cultural Resources CRE form or Phase I Cultural Resource Survey, if needed
- Limited Wetland Evaluation
- Preliminary Plans and Preliminary Opinion of Probable Construction Costs for the roadway project
- Preliminary Plans and Preliminary Opinion of Probable Construction Costs for the fiber optic project
- Project Information Displays in PDF format and three (3) printed copies for the roadway project
- Acquisition Plats and Legal Descriptions
- Permanent Sidewalk and Utility Easements
- Public Interest Finding Letter(s)
- Project Development Certification
- Check Plan submittal to the Iowa DOT and City for the roadway project
- Final Plan submittal to the Iowa DOT and City for the roadway project.
- Five (5) paper sets of the original Final Construction drawings (half-size 11"x17") for the roadway project
- Five (5) paper sets of the original Final Construction drawings (half-size 11"x17") for the fiber optic project
- Electronic copy in PDF format of the original electronic signed final drawings (half-size 11"x17") that includes special provisions and engineer's final opinion of probable cost for the roadway and fiber optic projects
- ROW/Easement linework in electronic format (.dgn file)
- Final geometry/linework in electronic format (.dgn file)
- Proposed public utility structures and pipes in electronic format (.dgn file)

## **ADDITIONAL SERVICES:**

Additional Services are **not** included in this Agreement. If authorized under a Supplemental Agreement the Consultant shall furnish or obtain from others the following services:

- 1.) Eminent Domain proceedings
- 2.) Threaten and Endangered Species presence/absence surveys, such as mist netting, acoustic surveys, emergence surveys, or botanical surveys
- 3.) Phase II Archeological Investigations
- 4.) Wetland Delineation/Mitigation and 404 Permitting
- 5.) Structural/Retaining Wall Design
- 6.) Special Geotechnical Considerations
- 7.) Subsurface Utility Investigations outside the proposed traffic signal pole locations
- 8.) Temporary Construction Easements and Descriptions
- 9.) Construction Period Services (Administration, Resident Engineering/Observation, Survey, and Testing)
- 10.) Project Information in GIS Database
- 11.) Updated Environmental Assessment (EA)
- 12.) Coordinated Traffic Signal Timing Plans

**CITY'S RESPONSIBILITIES:**

The City shall provide the following:

1. Provide existing utility plans and studies.
2. Provide existing street and utility plans/record drawings and utility maps for the project area.
3. Provide televising of storm sewer and sanitary sewer as needed.

## Attachment No. 2 Schedule

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The Consultant will complete the following phases of the Project in accordance with the schedule shown; assuming notice to proceed is issued by the City on or before May 6, 2019. If notice to proceed is given at a later date, time of completion will be extended accordingly.

### ***Roadway Project Submittal Dates***

Consultant Contract Approval	May 6, 2019
Preliminary Plan Design	May 2019 – June 2019
Project Information Meeting	June 2019
Acquisition Plat Preparation	June 2019 – July 2019
Property Acquisitions	July 2019 – October 2019
Final Design & Plan Preparation	August 2019 – November 2019
Utility Relocations	August 2019 – June 2020

### ***Iowa Department of Transportation – Project Development Submittal Dates***

Preliminary Plan Submittal, Major (Optional)	August 13, 2019
Check Plan Submittal	October 8, 2019
Final Plans and Project Development Cert	November 19, 2019
Contracts Turn-in	December 3, 2019
Project Letting (Iowa DOT)	February 18, 2020

### ***Fiber Optic Relocation Project Development Submittal Dates***

Preliminary Plan Design	May 2019 – June 2019
Final Design & Plan Preparation	June 2019 – July 2019
Project Letting (Local)	August 2019
Fiber Optic Relocations	September 2019 – June 2020



## Attachment No. 3 Standard Rate Table

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### FOTH INFRASTRUCTURE AND ENVIRONMENT, LLC 2019 STANDARD HOURLY RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Director	\$198.00
Project Manager	\$165.00-\$193.00
Project Scientist	\$114.00-\$140.00
Project Engineer	\$139.00-\$184.00
Staff Engineer	\$112.00-\$137.00
Planner	\$112.00-\$184.00
Technology Manager	\$160.00
Technician	\$78.00-\$131.00
Construction Manager	\$160.00
Land Surveyor	\$129.00-\$164.00
Project Administrator	\$78.00-\$98.00
Administrative Assistant	\$60.00

#### REIMBURSABLE EXPENSES

1. Auto mileage will be reimbursed per the standard mileage reimbursement established by the Internal Revenue Service. Service vehicle mileage will be reimbursed on the basis of \$0.88 per mile.

#### ADJUSTMENTS TO FEE SCHEDULE

1. Fee schedule effective January 1, 2019. Rates subject to change annually on January 1.