

June 2024

**IOWA DEPARTMENT OF TRANSPORTATION
AGREEMENT FOR
CONSTRUCTION OF CURB RAMPS**

CITY: Ankeny

PROJECT NO: NHSN-069-4(151)--2R-77

AGREEMENT NO: 2025-16-006

STAFF ACTION NO: 23-1107

This is an agreement between the city of Ankeny, (hereinafter called Recipient), and the Iowa Department of Transportation, (hereinafter called Department), to enter into an agreement for joint or cooperative action after appropriate action by ordinance, resolution, or otherwise pursuant to law of the governing bodies involved.

The Recipient and the Department previously entered into the following agreement for the above referenced project: Agreement No. 2023-P-121 for funding source and design was executed by the Department and Recipient on October 16, 2023 and October 2, 2023, respectively.

The Department provides funds through the Pedestrian Curb Ramp Construction, a cooperative program to participate in the cost of constructing curb ramps on existing sidewalks within the right of way of primary road extensions. The Department has made these funds available for reimbursement and will share eligible construction costs in the ratio of 50 percent Department funds and 50 percent local funds, up to a maximum amount in Department funds of \$250,000 per city per year. The maximum funds available for this project is as noted below.

The Recipient proposes to develop and complete the following described Curb Ramps project:

Portland Cement Concrete (PCC) Pavement - Replace on U.S. 69 (Ankeny Boulevard) from 1st Street to NE 18th Street in Ankeny. The DOT is replacing pavement in the driving lanes only (24 ft wide) in the southbound lanes from 1st Street to just north of NE 11th Street (3120 feet), and in the northbound lanes from 1st Street to 400 feet north of NE 5th Street (1500 feet). The DOT will include full-depth PCC patching in the northbound lanes from 400 feet north of NE 5th Street to NE 18th Street.

The LPA requests intersection improvements including upgrading signals and landscaping (medians and at intersection corners), replacement of curb and gutter in poor condition, storm sewer, sidewalks, and other items required by adding right turn lanes.

Pursuant to the terms of this agreement, applicable statutes, and administrative rules, the Department agrees to provide funds to the Recipient for the authorized and approved costs for eligible items associated with project improvements as described above.

In consideration of the foregoing and the mutual promises contained in this agreement, the parties agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement and shall be responsible for the development and completion of the project.
2. All notices required under this agreement shall be made in writing to the Department and the Recipient's contact person. The Department's contact persons shall be District 1 Staff Engineer, Ben Adey. The Recipient's contact person shall be Ankeny City Engineer, Amy Quartell.
3. The Department will share eligible construction costs as indicated below:

Department Share	Recipient Share	Department Program Maximum	Estimated Project Cost	Department Project Maximum
50%	50%	\$250,000	\$ 182,090	\$ 109,254

4. The maximum Department project funding shall be as noted above in Paragraph 3.
 - a. If, upon completion of final plans, the Recipient's cost estimate exceeds the preliminary total estimate contained herein by 20% or more, the increased cost must be approved by the Department prior to advertisement for bids.
 - b. Extra work, requested subsequent to the contract letting, must also be approved by the Department prior to commencement of the extra work.
 - c. Any amount exceeding the Department project maximum shall be requested in writing by the Recipient and approved through a Staff Action process at the discretion of the Department. The amount requested and approved shall not exceed the Department program maximum.
5. This agreement and the attached Exhibit A and Exhibit B, constitutes the entire agreement between the Department and the Recipient. No representations, promises, or warranties have been made by either party that are not fully expressed in this agreement. Any change or alteration to the terms of this agreement must be made in the form of an addendum to this agreement which shall be effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed Agreement Number 2025-16-006 as of the date shown opposite its signature below.

City: Ankeny

By _____ Date August 19, 2024
Title Mayor

I, Michelle Yuska, certify that I am the Clerk of the city,
and that Mark E. Holm, who signed said Agreement for and on
behalf of the city was duly authorized to execute the same by virtue of a formal
Resolution duly passed and adopted by the city, on the 19th day of August, 2024.

Signed _____
City Clerk of Ankeny, Iowa
Date August 19, 2024.

IOWA DEPARTMENT OF TRANSPORTATION
Field Operations Division

By: Jeremey Vortherms, P.E. Date _____,
Assistant District Engineer
District 1

EXHIBIT A

Standard Provisions for Curb Ramp Project Agreement

1. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Instructional Memorandums to Local Public Agencies (I.M.s), available on-line at: https://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The Recipient shall follow the applicable procedures and guidelines contained in the I.M.s in effect at the time project activities are conducted.
2. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.
3. The Recipient shall obtain agreements, as needed, from railroad and utility companies and shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, etc.
4. If right-of-way must be acquired for the project, the Recipient shall negotiate and secure the necessary right-of-way using the most appropriate of the following methods:
 - A. When right-of-way is to be acquired, before acquisition procedures are begun, the Recipient shall meet staff from the Department's Right of Way Bureau to assure compliance with the U.S. Code, the Iowa Code, and 761 Iowa Administrative Code (IAC) Chapter 111; and determine what parcels, if any, are to be acquired in the name of the Department and what parcels, if any, in the name of the Recipient.
 - B. The project letting may not be held until the Recipient has certified that the right-of-way has been acquired. Upon completion of the acquisition for each parcel, all original documents for the acquisition shall be delivered to and become the property of the Department.
 - C. In accordance with 761 IAC Section 150.3(1)(b), the Recipient will be responsible for providing, without cost to the Department or the project, all right-of-way which involves dedicated streets or alleys, and other Recipient-owned lands, easements, and rights in land except park lands, subject to the condition that the Department will reimburse the Recipient for the value of improvements situated on said Recipient-owned lands, if any. The Recipient has apprised itself of the value of these lands and, as a portion of its participation in the project, voluntarily agrees to make such lands available without further compensation.
5. The Recipient shall be responsible for obtaining all applicable permits from the Department, such as the Right to Occupy and/or Perform Work Within the Department's Right-of-Way, Permit of Access, Utility Accommodation, Right to Install and Maintain Traffic Control Devices, and/or other construction permits required for the project prior to advertisement for bids.
6. The project plans, specifications, and engineer's cost estimate for the project shall be prepared and certified by a registered Professional Engineer licensed in the State of Iowa. The Recipient shall submit the plans, specifications, and other contract documents to the Department for review and approval. If the project will be let by the Department, the most recent edition of the Iowa DOT Standard Specifications for Highway and Bridge Construction shall be used. The Recipient shall also follow the Department's letting procedures. If the project will be let by the Recipient, the project may utilize the Iowa DOT Standard Specifications for Highway and Bridge Construction, the Statewide Urban Design and Specifications, or specifications developed by the Recipient.
7. For projects let by the Department, the Recipient shall submit to the Department an acceptable Project Development Certificate ([Form 730002](#)), plans, specifications, and cost estimate by the dates specified in the most current edition of Instructional Memorandum (I.M.) [3.010](#), Project Development Submittal Dates and Information. The Recipient shall also follow the Department's letting procedures. For projects let by the Recipient, the Project Development Certificate, plans,

specifications, and cost estimate shall be submitted to the Department at least fourteen weeks prior to advertisement for bids.

8. Upon Department acceptance of the Project Development Certificate, final plans, proposal forms, specifications, and cost estimate, the Department will give the Recipient a written notice to proceed with the project. If the project will be let by the Recipient, advertisement for bids shall not be made until a written notice to proceed is received from the Department. After receiving the Department's approval, the Recipient shall advertise for bidders, hold a public letting, and provide adequate supervision for the construction work performed under the contract. The Recipient shall submit a copy of the bid tabulations and the letting documents to the Department for concurrence prior to formal action in the award of the contract.
9. If the Recipient lets the project, then the Recipient shall use positive efforts to solicit bids from and to utilize Targeted Small Business (TSB) enterprises as contractors and ensure that the contractors make positive efforts to utilize these enterprises as subcontractors, suppliers or participants in the work covered by this agreement. Efforts shall be made and documented in accordance with Exhibit B.
10. If the Recipient lets the project, as described herein, the Recipient shall include in their Notice to Bidders that Sales Tax Exemption Certificates will be issued, as provided for by Iowa Code section 423.3, subsection 80. The Recipient shall be responsible for obtaining the Sales Tax Exemption Certificates through the Iowa Department of Revenue and Finance. The Recipient shall issue these certificates to the successful bidder and any subcontractors to enable them to purchase qualifying materials for the project free of sales tax.
11. The project must be let to contract within two years of the date this agreement is approved by the Department. If not, the Recipient may be in default, for which the Department may revoke funding commitments. This agreement may be extended for a period of six months upon receipt of a written request from the Recipient at least 30 days prior to the two-year deadline.
12. The Recipient as well as its contractors, if any, agree to maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this agreement and to make such materials available at their respective offices at reasonable times during the agreement period and for three years from the date of the final payment under the agreement, for inspection by the Department.
13. The Recipient will be responsible for the initial costs of construction. The Recipient shall prepare and submit to the Department a detailed billing statement of construction costs incurred by the Recipient. Billing statements may be submitted periodically during progress of the work. Design, inspection, right of way, and administration costs will be the responsibility of the Recipient. If said statement and documentation are in proper form, the Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the State share of construction costs or 5% of the total State funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the State funds withheld.
14. Signs and other traffic control devices necessary for construction of the project shall be in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.
15. Within 30 days of completion of construction, the Recipient shall provide written notification to the Department. Acceptance of the completed construction shall be with the concurrence of the Department. The Recipient's engineer will certify that the project was completed in substantial

compliance with the plans and specifications set out in this agreement before receiving final reimbursement of Department funds.

16. The Recipient shall provide to the Department a copy of "as-built" project plans, within six months after the project is built.
17. The Recipient shall submit a final detailed billing statement to the Department no later than one year after the date the Department concurs in the acceptance of the completed construction. If a final detailed billing statement is not submitted to the Department by the Recipient in the one year period, the Department will close the project's financial records without making additional reimbursement to the Recipient unless a time extension is requested. The time extension should be requested in writing by the Recipient and approved by the Department, at least 30 days prior to the one year deadline.
18. The Recipient agrees to indemnify, defend, and to hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
19. In case of dispute concerning the terms of this agreement, the parties shall submit the matter to arbitration pursuant to Iowa Code Chapter 679A. Either party has the right to submit the matter to arbitration after 10 days' notice to the other party of their intent to seek arbitration. The written notice must include a precise statement of the dispute. The Department and the Recipient agree to be bound by the decision of the appointed arbitrator. Neither party may seek any remedy with the State or Federal courts absent exhaustion of the provisions of this paragraph for arbitration.

EXHIBIT B
UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ENTERPRISES
ON NON-FEDERAL AID PROJECTS
(THIRD-PARTY STATE-ASSISTED PROJECTS)

In accordance with Iowa Code Section 19B.7, it is the policy of the Iowa Department of Transportation (Iowa DOT) that Targeted Small Business (TSB) enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or part with State funds.

Under this policy the Recipient shall be responsible to make a positive effort to solicit bids or proposals from TSB firms and to utilize TSB firms as contractors or consultants. The Recipient shall also ensure that the contractors or consultants make positive efforts to utilize TSB firms as subcontractors, subconsultants, suppliers, or participants in the work covered by this agreement.

The Recipient's "positive efforts" shall include, but not be limited to:

1. Obtaining the names of qualified TSB firms from the Iowa Economic Development Authority (515-348-6200) or from its website at: <https://www.iowaeda.com/small-business/targeted-small-business/>
2. Notifying qualified TSB firms of proposed projects involving State funding. Notification should be made in sufficient time to allow the TSB firms to participate effectively in the bidding or request for proposal (RFP) process.
3. Soliciting bids or proposals from qualified TSB firms on each project, and identifying for TSB firms the availability of subcontract work.
4. Considering establishment of a percentage goal for TSB participation in each contract that is a part of this project and for which State funds will be used. Contract goals may vary depending on the type of project, the subcontracting opportunities available, the type of service or supplies needed for the project, and the availability of qualified TSB firms in the area.
5. For construction contracts:
 - a. Including in the bid proposals a contract provision titled "Targeted Small Business (TSB) Affirmative Action Responsibilities on Non-Federal Aid Projects (Third-Party State-Assisted Projects)" or a similar document developed by the Recipient. This contract provision is available from the Iowa DOT Administering Bureau.
 - b. Ensuring that the awarded contractor has and shall follow the contract provisions.
6. For consultant contracts:
 - a. Identifying the TSB goal in the Request for Proposal (RFP), if one has been set.
 - b. Ensuring that the selected consultant made a positive effort to meet the established TSB goal, if any. This should include obtaining documentation from the consultant that includes a list of TSB firms contacted; a list of TSB firms that responded with a subcontract proposal; and, if the consultant does not propose to use a TSB firm that submitted a subcontract proposal, an explanation why such a TSB firm will not be used.

The Recipient shall provide the Iowa DOT Administering Bureau the following documentation:

1. Copies of correspondence and replies, and written notes of personal and/or telephone contacts with any TSB firms. Such documentation can be used to demonstrate the Recipient's positive efforts and it should be placed in the project file.
2. Bidding proposals or RFPs noting established TSB goals, if any.
3. Form 260017 "Checklist and Certification for the Utilization of Targeted Small Businesses (TSB)" shall be filled out upon completion of each project.
<https://iowadot.seamlessdocs.com/f/ChecklistandCertforUtilizationofTSBonNonFederalProjects>