

AGENDA

COUNCIL MEETING
Tuesday, October 27, 2020
5:30 P.M.
CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda.

III. CONSENT ITEMS:

- A. 10/8/20 regular Council meeting minutes.
- B. Adjustment to sewer bill of \$905.12.61 at 402 N. Cedar
- C. Adjustment to sewer bill of \$647.92 at 504 E. Adams

IV. NEW BUSINESS:

- A. Consider approval to hire Bohden Bigler as Police Patrol Officer.
- B. Appointment of City Attorney.
- C. Consider approval of professional service agreement with Bolton and Menk for alley reconstruction.
- D. Consider approval of West Lincoln Way Corridor Study from Elm St (Highway 4) to Grimmell Road
- E. Consider approval of resolution setting a public hearing on plans and specifications and inviting bids for the Greene County Animal Shelter.
- F. Consider approval of disbursement of Neighborhood Stabilization Program (NSP) funds to Region XII Council of governments for housing development at 606 N. Cedar St, 404 E Clark St, 507 N. Cedar St, 506 E. Clark St.
- G. Consider resolution approving professional architectural services for 206 North Wilson Street.
- H. Consider resolution approving professional architectural services for 105-107 North Chestnut Street.

V. REPORTS:

- A. Engineer
- B. City Clerk
- C. Attorney
- D. City Administrator
- E. Departments
- F. Council & Committees
- G. Mayor

VI. ADJOURN.

AGENDA SUMMARY

DATE 10/27/20

NEW BUSINESS

NEW BUSINESS:

- A. **Consider approval to hire Bohden Bigler as Police Patrol Officer.**
- B. **Appointment of City Attorney.** The current attorney, Bob Schwarzkopf, has submitted his resignation effective on December 31, 2020. The appointment of an attorney is made by the Council.
- C. **Consider approval of professional service agreement with Bolton and Menk for alley reconstruction.** Street Committee reviewed a proposal from Bolton and Menk for \$16,500 to provide survey, design and bidding services for 2 blocks of alley replacement. The alleys affected would be the west half of the alley between S Chestnut and Wilson Ave. The east alley between Wilson and Vine (adjacent to veterinarian clinic) and the alley between Wilson and Vine Street (adjacent to post office). Proposal and location attached.
- D. **Consider approval of West Lincoln Way Corridor Study from Elm St (Highway 4) to Grimmell Road.** Street Committee reviewed a proposal from Bolton and Menk for \$31,500 to facilitate stakeholder meetings and prepare a publicly supported concept outlining corridor improvements. This same approach was used to develop the concept plan for the East Lincoln Way corridor improvements. Proposal attached
- E. **Consider approval of resolution setting a public hearing on plans and specifications and inviting bids for the Greene County Animal Shelter.** First step in the bidding process. Attached is the schedule
- F. **Consider approval of disbursement of Neighborhood Stabilization Program (NSP) funds to Region XII Council of governments for housing development at 606 N. Cedar St, 404 E Clark St, 507 N. Cedar St, 506 E. Clark St.** The City has a fund balance in NSP that can be utilized for these types of expenses for low to moderate housing. Attached are expenses for the improvements.
- G. **Consider resolution approving professional architectural services for 206 North Wilson Street.** In February 2020, The Franks Design group was asked to provide cost estimates, engineering evaluation and drawings for the buildings so the City would be able to proceed with the projects when funding is available. The Franks group proceeded on an hourly rate and has produced the plans and cost estimates. However, a professional service agreement should be in place before paying the invoice of \$19,229.40. Description of work and rate sheet attached.
- H. **Consider resolution approving professional architectural services for 105 -107 North Chestnut Street.** The Franks Design group was asked to provide cost estimates, engineering evaluation and drawings for the buildings so the City would be able to proceed with the projects when funding is available. The Franks group proceeded on an hourly rate and has produced the plans and cost estimates. However, a professional service agreement should be in place before paying the invoice of \$11,907.15. Description of work and rate sheet attached.

COUNCIL MEETING

October 13, 2020

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Gordon presided.

No citizens spoke during the Open Forum.

RESOLUTION NO. 53-20

On motion by Sloan, and second by Wetrich, the Council approved the following consent agenda September 22, 2020 Council Minutes, Sparky's One Stop, Class C beer permit, Resolution No. 53-20, a resolution approving FY19-20 Street Finance Report, pay request #3 of \$6,558.17 for Shared Use Path Improvements, pay request #3 of \$66,045.71 for Chestnut Watermain Improvements, pay request #1 of \$7,526.76 for Arch Alley Improvements, pay request #1 of \$162,481.73 for Airport Runway 14/32 Extension, pay request #4 for \$50,160.00 to Westbrooke Construction for 100 E State roof replacement project and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved the second reading of an ordinance amending The Code of Ordinance of the City of Jefferson, Iowa 2017, by amending provision pertaining to speed regulations.

AYE: Jackson, Sloan, Wetrich, Zmolek, Ahrenholtz

NAY: None

On motion by Zmolek, second by Jackson, the Council waived the third reading of an ordinance amending The Code of Ordinance of the City of Jefferson, Iowa 2017, by amending provision pertaining to speed regulations.

AYE: Sloan, Wetrich, Zmolek, Ahrenholtz, Jackson

NAY: None

ORDINANCE NO. 599

On motion by Sloan, second by Wetrich, the Council approved the final adoption of an ordinance amending The Code of Ordinance of the City of Jefferson, Iowa 2017, by amending provision pertaining to speed regulations.

AYE: Wetrich, Zmolek, Ahrenholtz, Jackson, Sloan

NAY: None

On motion by Sloan, second by Zmolek, the Council approved the second reading of an ordinance amending The Code of Ordinance of the City of Jefferson, Iowa 2017, by amending Chapter 75 to allow Operation of Off-Road Utility Vehicles.

AYE: Wetrich, Ahrenholtz, Jackson, Sloan, Zmolek

NAY: None

On motion by Sloan, second by Wetrich, the Council waived the third reading of an ordinance amending The Code of Ordinance of the City of Jefferson, Iowa 2017, by amending Chapter 75 to allow Operation of Off-Road Utility Vehicles.

AYE: Zmolek, Jackson, Sloan, Wetrich, Ahrenholtz

NAY: None

ORDINANCE NO. 600

On motion by Sloan, second by Zmolek, the Council approved the final adoption of an ordinance amending The Code of Ordinance of the City of Jefferson, Iowa 2017, by amending Chapter 75 to allow Operation of Off-Road Utility Vehicles.

AYE: Wetrich, Sloan, Jackson, Ahrenholtz, Zmolek

NAY: None

RESOLUTION NO. 54-20

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 54-20, a resolution approving Iowa Economic Development Authority CDBG Program Contract for Upper Story Conversion.

AYE: Sloan, Jackson, Wetrich, Zmolek, Ahrenholtz

NAY: None

RESOLUTION NO. 55-20

On motion by Jackson, second by Wetrich, the Council approved Resolution No. 55-20, a resolution Accepting Transfer of Property for Animal Shelter Facility.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

The following bills were approved for payment from City Funds:

A1 AUTOMOTIVE	PD VEH MAINT	63.53
ABC PEST CONTROL	LB PEST CNTRL	995.00
ACCESS SYSTEMS INC	RN CPIER LSE	579.43
ACCESS SYSTEMS LEASING	PA CPIER LSE	561.04
ACCO UNLIMITED CORP	WA CHEM	2,142.00
ACUSHNET COMPANY	GCRSE MERCH	338.55
ADVANCED WASTE SOLUTIONS	GCRSE PORT POT	95.00
AFLAC	AFLAC INS W/H	72.47
AFSCME/IOWA COUNCIL 61	UNION DUES	225.90
AG SOURCE LAB	WA TSTG	393.50
ALEX AIR APPARATUS INC	JFD HOSE	1,900.00
ALLIANT ENERGY	UTILITIES	31,029.21
ALLISON WHITE	RN REFUND	15.00
BAKER & TAYLOR INC.	LB BOOKS	2,180.83
BARCO MUNICIPAL PRODUCTS	RUT SIGNS	392.16
BOLTON & MENK INC	AP RUNWAY PROJ	59,515.50
BOMGAARS	SUPP	764.41
BRIDGETT SKALLA	WA DEP REF	106.42
BOOK LOOK	LB BOOKS	652.54
BROWN SUPPLY CO.	SW PARTS	402.00
CAHOY PUMP SERV INC.	WA WELL #6	33,973.00
CARROLL CO SOLID WASTE	RC MRKT FEES	2,421.90
CENTRAL IOWA DISTRIBUTING	SN CLEANER	447.00
CINTAS CORP	RN FIRST AID	632.92
CLEANING SOLUTIONS INC.	RN CLEAN	2,358.00
CLOUSER PLUMBING TECHNOLOGY	WA VALVES	19,600.00

4-20-11

SEWER ADJUSTMENT POLICY

4-20-11

The Sewer Committee for the City of Jefferson has established the following policy when considering a monetary adjustment to a sewer bill:

- 1) Only sewer charges will be considered. All other charges and associated fees require full payment.
- 2) Sewer charges are reviewed as:
 - a) **Charges that are attributed to water not entering the sewer.**
 - b) **Charges that are attributed to water entering the sewer.**
In this category, the sewer portion of the monthly city utility bill must exceed \$500 in order to be considered for adjustment.

Process:

- A letter needs to be prepared by the applicant outlining the circumstances for the request.
- The request will then be forwarded to the Sewer Committee for review and recommendation.
- The City Council will act on any adjustment to the sewer bill.

LAW OFFICES OF
WILCOX, GERKEN, SCHWARZKOPF
COPELAND & WILLIAMS, P.C.
115 EAST LINCOLN WAY, SUITE 200
JEFFERSON, IOWA 50129-2149

L.F. WILCOX (1912 - 1997)
JOHN A. GERKEN
ROBERT A. SCHWARZKOPF
VICKI R. COPELAND
JOEL M. WILLIAMS

Telephone: (515) 386-3158
Facsimile: (515) 386-8531

October 13, 2020

VIA E-MAIL AND PERSONAL DELIVERY

Mr. Matt Gordon
Mr. Harry Ahrenholtz
Mr. Darren Jackson
Mr. David Sloan
Mr. Matt Wetrich
Mr. Pat Zmolek
City of Jefferson
220 North Chestnut Street
Jefferson, Iowa 50129

Re: City Attorney Resignation.

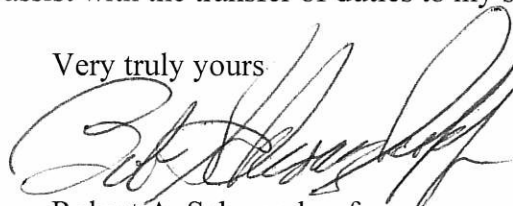
Dear Council and Mayor:

As I have indicated in separate phone calls to each of you I have decided that the time has come for me to step aside and retire as City Attorney for the City of Jefferson, which I have decided to do as of the end of this year, December 31, 2020.

I have suggested to you that you place on the agenda and appoint a successor as soon as you can reasonably do so in order to facilitate the transfer of work to that successor. As I have indicated to each of you, the Iowa Code and the Jefferson Code of Ordinances both require that the appointment be made by the council.

It has been an honor to serve you and the City of Jefferson for the past several years, and please note that I will be happy to cooperate and assist with the transfer of duties to my successor.

Very truly yours



Robert A. Schwarzkopf

RAS/nsb

cc: Michael S. Palmer, City Administrator

PROFESSIONAL SERVICES AGREEMENT

by and between
BOLTON & MENK, INC.
300 West McKinley St., PO Box 68
Jefferson, IA 50129
Ph. (515) 386-4101
(hereinafter referred to as BMI)
and

Date of Agreement: October 27, 2020
Agreement Number: (BMI Project Number)
Project Location:

Client	
Name: <u>City of Jefferson, Iowa</u> Address: <u>220 N. Chestnut St.</u> Address: _____ City: <u>Jefferson</u> State <u>IA</u> Zip <u>50129</u> (hereinafter referred to as Client)	Phone No.: (515) 386-3111 Fax No.: (515) 386-4671

<input type="checkbox"/> Agent or Person Ordering Services and/or <input type="checkbox"/> Billing Address (if different)	
Agent or Person Ordering Services: <u>Michael Palmer, City Administrator</u> Address: <u>220 N. Chestnut St</u> City: <u>Jefferson</u> State <u>IA</u> Zip <u>50129</u>	Phone No.: (515) 386-3111 Fax No.: (515) 386-4671

Fee Arrangement
Survey, Design and Bidding Phase Services: Hourly, Not to Exceed: \$16,500.00 Construction Phase Services: To be Determined and agreed upon after bidding

Scope/Intent and Extent of Services
See attached scope of services (Exhibit I) for the 2020 Alley Reconstruction Project.

Special Conditions
The services described in the Work Order will be consistent with the terms and conditions described in the Agreement for Professional Services between Bolton & Menk, Inc. and the City of Jefferson, dated August 27, 2019 and approved by the Jefferson City Council on August 27, 2019 unless modified by this Work Order.

BMI and Client agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The below signed represents that he or she has been authorized to accept this agreement on behalf of the Client and assumes financial responsibility for all services in the event of default by the Client.

Offered by: Bolton & Menk, Inc.

Accepted by:

Matthew W. Ferrier, Principal in Charge

print name/title



10/20/2020

signature and date

print name/title

signature and date

EXHIBIT I

CONSULTANT'S SERVICES

2020 ALLEY RECONSTRUCTION

JEFFERSON, IOWA

October 13, 2020

DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS

The Consultant agrees to provide civil engineering services required for street surface improvements to:

Division 1: Block 22, Original Town of Jefferson – between E. Lincoln Way and E. Harrison St and S. Vine St and S. Wilson Ave: Remove Existing Deteriorated Pavement and Replace with PC Concrete and Aggregate Subbase.

Division 2: Block 32, Original Town of Jefferson – between E. Harrison St and E. Monroe St and S. Wilson Ave and S Chestnut St: Remove Existing Deteriorated Pavement and Replace with PC Concrete and Aggregate Subbase.

Division 3: Block 33, Original Town of Jefferson – between E. Harrison St and E. Monroe St and S. Vine St and S Wilson Ave: Remove Existing Deteriorated Pavement and Replace with PC Concrete and Aggregate Subbase.

This includes full topographic survey as needed, design, bidding and construction phase services for areas listed above.

The basic improvements anticipated as part of this Agreement includes removing and replacing curb and gutters, pavement removal, grading, reconstruction of alley and roadway to concrete paving with an aggregate base.

I.A. BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

TASK 1: PROJECT MANAGEMENT & PUBLIC ENGAGEMENT

Subtask 1.1: Project Management

Description: Bolton & Menk will serve as the project coordinator and will lead day-to-day project activities related to survey of existing conditions, concept preparation, and facilitation of stakeholder and property owner meetings.

Subtask 1.2: Public Engagement

Description: Effective public input is at the core of Bolton & Menk's community-based work. The design team will facilitate individual meetings with adjacent property owners to gather information, hear concerns relating to the proposed improvements and provide mailing updates prior to the topographic survey and prior to the start of construction.

TASK 2: TOPOGRAPHIC SURVEY

Subtask 2.1: Field Data Collection

Description: Collect detailed field survey information within project limits and adjacent areas as required for final design and preparation of construction documents. The field survey will be supplemented by other available information such as aerial photos and mapping, utility maps, as-built drawings, reports and studies, etc. We will coordinate utility locates with the agencies and investigate Right of Way locations for location verification; however, no new corners will be set if insufficient monuments are found. Setting of corners and associated drawings will be negotiated and amendments to the agreement made on an as-needed basis.

Deliverables:

- CADD file of field data collected.

TASK 3: PROJECT DEVELOPMENT, FINAL DESIGN AND BIDDING PHASE SERVICES

Subtask 3.1: Final Plan Preparation

Description: Complete preliminary and final plans. Major design components to include the following:

- Horizontal alignment and plan view layout of all surface improvements: street centerline, aggregate shoulder lines, driveways, and other improvements
- Centerline vertical alignments and profiles
- Intersection layout with pavement elevations
- Cross-sections at 50-foot intervals, driveways and critical design locations
- Preparation of traffic control and staging plan with an emphasis on neighborhood and business access during construction
- Miscellaneous plan sheets, including: Title sheet, tabulations, quantities, typical sections, details, and other required information

Final design and plans will conform to the requirements of the City of Jefferson and as adopted SUDAS Specifications. Plans will be reviewed with City staff at the 50%, and 95% complete stages. The Project Manual will be reviewed with City staff at the 95% complete stage.

Deliverables:

- Plans at 50% and 95% complete stages

Subtask 3.2: Project Manual

Description: Prepare project manual for the project, including:

- General Information for Bidders: Advertisement for Bids, Instructions to Bidders, Special Bidding requirements/provisions, General Conditions and Supplementary Conditions
- Information to be submitted with bid: Proposal, Bid Bond, Information requested from Bidder, etc.
- Agreement, Performance, Payment and Maintenance Bond Forms
- General Conditions and Technical Specifications, SUDAS

Deliverables:

- Project manual at 95% complete stage
- Statement of estimated quantities and estimated construction cost at 95% complete stage
- Final contract documents and estimated construction cost

TASK 4: BIDDING PHASE SERVICES**Subtask 4.1: Bidding Phase Services**

Description: Provide the following services during the bidding phase:

- Prepare advertisement for bids and submit to the City Administrator/Clerk for publications
- Provide copies of the contract/bidding documents
- Address questions from prospective bidders, subcontractors and suppliers, and prepare and issue addenda as required
- Attend Bid Opening with City Staff
- Review Bids and prepare bid tabulation
- Prepare letter of recommendation for award

Deliverables:

- Notes from bidder conversations
- Addenda (if necessary)
- Bid Tabulation
- Letter of Recommendation

TASK 5: CONSTRUCTION SERVICES

Due to the nature of construction and the possibility of unforeseen conditions and schedules, CONSULTANT proposes an estimated hourly fee for construction related services. CONSULTANT will provide a proposal with construction fee and summary of these services after the bids are received in order to provide a well-defined scope and schedule. Construction services are not included within this agreement.

BASIS OF FEE ASSUMPTIONS

For this proposal assumptions were made as to the nature of how or why certain situations will be handled. These assumptions are as follows:

- Any changes to the scope of work that are not specifically included in this proposal will be considered additional work and a negotiated amendment to the agreement will be completed

ITEMS PROVIDED BY CLIENT

The following items are to be provided by CLIENT:

- Specification Special Provisions and Contract Front End Requirements
- Payment of Permit Fees
- Public Meeting location

I.B. ADDITIONAL SERVICES

Consulting services performed other than those authorized under Section 1.A shall be considered not part of the Basic Services and may be authorized by the CLIENT as Additional Services. Additional Services consist of those services that are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the bidding of the project; or vary depending on the technique, procedures or schedule of the project contractor.

Additional services may include:

1. All other services not specifically identified in the Proposal or Sections I.A or I.B of this Exhibit 1.

**CITY OF JEFFERSON
2020 ALLEY IMPROVEMENTS
OPINION OF PROBABLE COSTS
Tuesday, October 20, 2020**

Item No.	Description	Unit	Price	Quantity	Extension
1	TOPSOIL, OFF-SITE	CY	\$ 15.00	40.00	\$ 600.00
2	EXCAVATION, CLASS 13	CY	\$ 20.00	210.00	\$ 4,200.00
3	SUBGRADE PREPARATION	SY	\$ 4.50	1140.00	\$ 5,130.00
4	SUBBASE, MODIFIED, 6 IN.	SY	\$ 16.00	1140.00	\$ 18,240.00
5	VALVE BOX EXTENSION	EA	\$ 300.00	2.00	\$ 600.00
6	MANHOLE ADJUSTMENT, MINOR	EA	\$ 1,500.00	2.00	\$ 3,000.00
7	PAVEMENT, PCC, 7 IN	SY	\$ 55.00	1070.00	\$ 58,850.00
8	SIDEWALK, PCC, 6 IN	SY	\$ 70.00	32.00	\$ 2,240.00
9	DRIVEWAY, GRANULAR	SY	\$ 15.00	190.00	\$ 2,850.00
10	PAVEMENT REMOVAL	SY	\$ 8.00	1230.00	\$ 9,840.00
11	TEMPORARY TRAFFIC CONTROL	LS	\$ 3,000.00	1.00	\$ 3,000.00
12	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	\$ 10,000.00	0.10	\$ 1,000.00
13	INLET PROTECTION DEVICE, FILTER SOCK, 8 IN.	EA	\$ 200.00	2.00	\$ 400.00
14	MOBILIZATION	LS	\$ 7,000.00	1.00	\$ 7,000.00

SUBTOTAL: \$ 116,950.00

Subtotal Construction: \$ 116,950.00
Construction Contingencies 20%: \$ 23,400.00

Opinion of Estimated Construction Cost: \$ 140,350.00

Design, through Bidding: \$ 16,500.00

Construction Phase (Estimate): \$ 14,500.00

Subtotal Engineering: \$ 31,000.00

Land Acquisition (Permanent): \$ -

Land Acquisition (Temporary): \$ -

TOTAL OPINION OF IMPROVEMENT COST \$ 171,350.00

2020 ALLEY IMPROVEMENTS

CITY OF JEFFERSON, IOWA



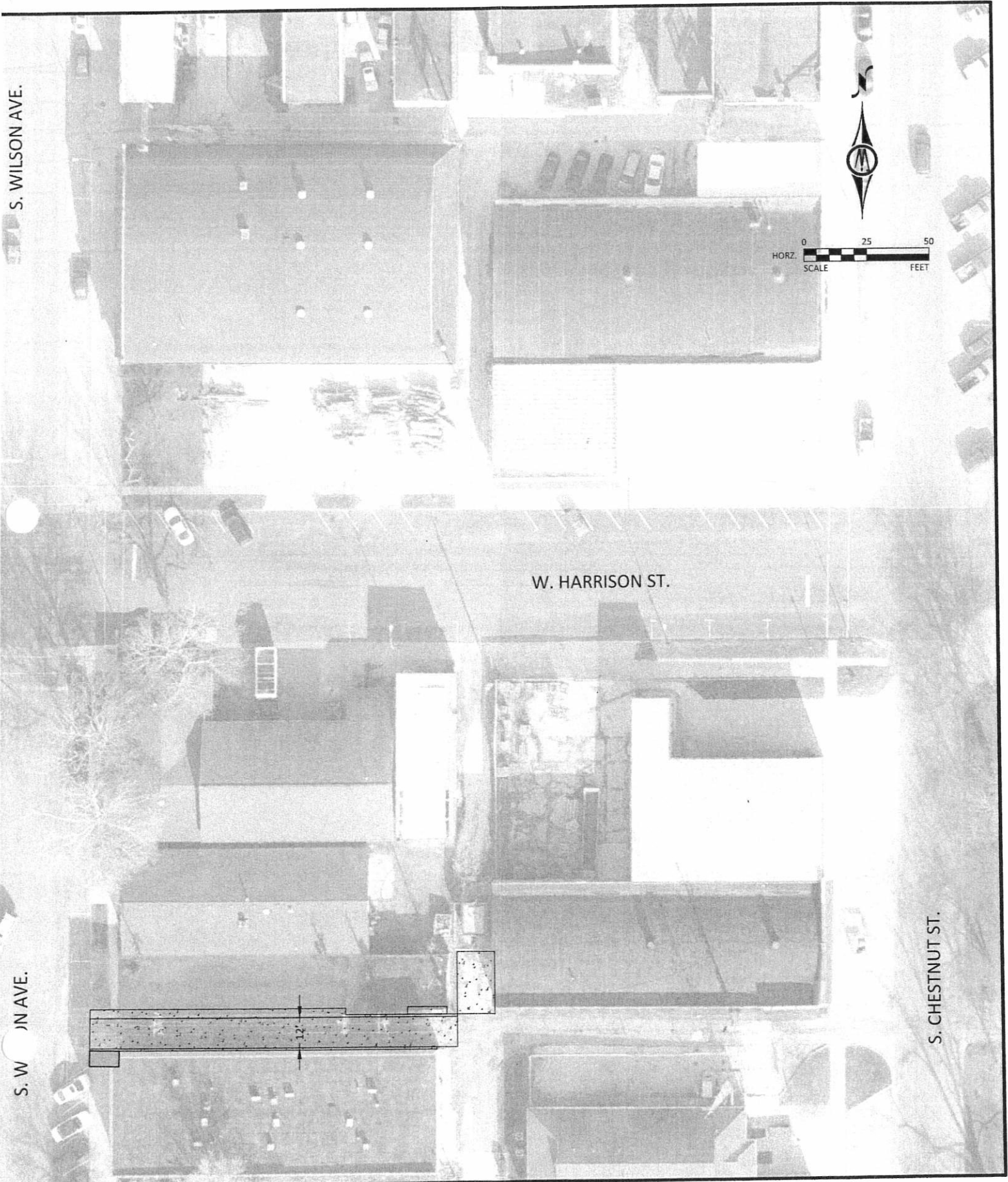
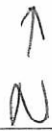
S. VINE ST.

E. HARRISON ST.

WILSON AVE

S. VINE ST.

JEFFERSON, IA City of \Proposals\2020 Alley Improvements\FAM.dwg 6/19/2020 9:59:44 AM





**BOLTON
& MENK**

Real People. Real Solutions.

300 W McKinley Street
PO Box 68
Jefferson, IA 50129

Ph: (515) 386-4101
Bolton-Menk.com

October 20, 2020

Michael Palmer
City Administrator
220 N. Chestnut Street
Jefferson, Iowa

RE: West Lincoln Way Corridor Study Proposal – Exhibit I

Dear Mr. Palmer,

The City of Jefferson has a long history of investing in a strong community core. This dedication started before the revitalization efforts to its Downtown Square or even when the first car rolled into town along the historic Lincoln Highway. For over 100 years, the historic route of the Lincoln Highway serves as an avenue bringing visitors to Jefferson and welcoming residents home.

Bolton & Menk, Inc. is aware of the importance that the West Lincoln Way Corridor plays for residents as one of the entry ways into the community. We are also aware of the complex roles that this corridor serves for multiple community groups. The Bolton & Menk team will work with City staff to survey, facilitate stakeholder meetings and prepare a publically-supported concept outlining corridor improvements.

PROJECT APPROACH

Task 1 – Project Initiation & Management

Bolton & Menk will serve as the project coordinator and will lead day-to-day project activities related to survey of existing conditions, concept preparation, and facilitation of stakeholder and public meetings.

1.1 Kickoff Meeting

Bolton & Menk will facilitate a kickoff meeting with city staff to accomplish the following objectives:

- Introduce project team members and city representatives and establish communication protocols
- Review and confirm the scope of the project
- Review available information relative to the project
- Review and discuss specific infrastructure issues
- Review and verify project schedules

1.2 Design Meetings

After development of the conceptual designs and prior to facilitation of the public input meetings, Bolton & Menk will hold a design meeting with city staff to discuss findings, review of any issues, concept layouts and schedule. A second design meeting will be held after the public input meetings and refining of the concepts, to allow for verification of the final concept for the preliminary engineering report and opinion of probable cost.

Task 2 – Data Collection

The design team will obtain survey of the proposed project limits [right-of-way along West Lincoln Way from Elm St. (Highway 4) to the west to Grimmel Road] to develop a base map for planned improvements. The design team will review survey findings to identify limitations and develop an approach for corridor enhancement opportunities. A base plan will be prepared showing the existing surface conditions and utilities based on existing city data and will be used for the preliminary design conceptual layouts.

Task 3 – Public Engagement

Effective public input is at the core of Bolton & Menk’s master planning and community-based work. The design team proposes the use of Public Input Workshops, Open House forums and 1-on-1 stakeholder meetings throughout the West Lincoln Way Corridor Study and will confirm stakeholder groups and finalize an input strategy with City staff prior to initiating the public engagement process.

3.1 Develop Property Owner Discussion Material

The design team will work with City Staff to develop materials discussing proposed improvements to property owners along the corridor. These materials shall consist of concept materials prepared for public input workshops and shall be used to invite their attendance at one of the numerous opportunities for stakeholder input.

3.2 Facilitate Public Input Workshops

Bolton & Menk will facilitate input workshops with identified stakeholder groups (up to 3 groups) during the course of a day. The intent of these sessions is to poll the needs and desires of different stakeholders and to identify opportunities for corridor improvements that will encompass the desires of the larger community. Feedback gathered at these workshops will generate development of a final corridor improvement recommendation. The design team will work with City staff to identify groups and schedule workshop times encouraging participation.

3.3 Facilitate Public Open House

The design team will present a refined recommendation in a Public Open House. We propose starting the open house with a short presentation of recommendations then having multiple stations and comment cards available to allow participants time for 1-on-1 interaction with City staff and members of the design team. This will provide stakeholders with the opportunity to spend more time reviewing the proposed recommendation and providing feedback for consideration in developing the final recommendation.

City Participation

Determination of stakeholder/organizations to involve; provide contact information for stakeholders/business/property owners; attendance at engagement meetings

Task 4 – Concept Recommendations

Using direction from survey and City input, the design team will prepare up to three (3) initial concepts for corridor enhancement and will present these concepts at Public Input Workshops. The design team will work with City staff to prepare materials for discussion with property owners affected along the corridor. From there the preliminary design will be refined to a single recommendation and presented at an Open House to finalize a strategy for enhancements. A final refinement after the open house and design meeting with the City will allow the design team to present the final recommendation to the City in a preliminary engineering report with an opinion of probable costs and potential staging.

4.1 Develop Initial Concepts

Bolton & Menk will develop up to three (3) concepts for corridor improvements based on discussions with City staff and opportunities identified through base mapping. These initial concepts will initiate discussion among stakeholders and will provide a basis from which to begin conversations of potential improvements for consideration along the West Lincoln Way Corridor.

4.2 Develop Refined Concept based on Public Input

The design team will develop a single (1) concept for the project based on feedback received during public input workshops and through discussions with City staff. This concept may include concepts introduced during the Initial Recommendations Phase or may represent new concepts based on public input. This refined concept will be presented at the Public Open House, in order to provide one final opportunity for stakeholders to review and provide input.

4.3 Finalize Corridor Improvement Recommendations

The design team will finalize a recommendation for improvements to the West Lincoln Way Corridor following discussion at the Public Open House. The final recommendation will include a set of rendered graphics depicting proposed improvements, and meeting minutes and feedback gathered throughout the course of the project. Bolton & Menk will provide the City with three (3) copies of a combined preliminary engineering report (in hard copy format) as well as a digital file (in PDF format).

4.4 Proposed Phasing/Staging Plan

The design team will prepare a phasing/staging plan that will facilitate the utility improvements along with the surface improvements and allow for the City to determine the size of a given project for the funding available.

4.5 Opinion of Probable Costs

The design team will finalize a preliminary opinion of probable costs for all items identified in the preliminary plans. These costs will be broken down to reflect the staging/phasing plan to facilitate the funding considerations. The estimate will be prepared with individual line items for the various construction elements and will be based on bidding price information available at the time.

PROPOSED PROJECT TIMELINE

When we met to discuss this project in September the City expressed interest in commencing stakeholder discussions and concept generation in the near future. We have assumed for the sake of this proposal to begin in 2021 after the holiday season. The schedule can be adjusted to meet the City's timeline. Bolton & Menk would propose to gather survey of existing conditions prior to snowfall late this year and present findings of constraints and opportunities to the City prior to beginning the stakeholder engagement process. This timeline will also provide opportunities for the design team to prepare concepts for corridor improvement prior to initial stakeholder meetings; providing tangible concepts for residents, business and property owners to review.

Our intent will be to work with City staff and community stakeholders through a concept refinement process through May 2021, in order to solidify a publically-supported concept from which to develop an opinion of probable costs and develop an implementation strategy for proposed improvements. The following schedule estimates completion of a preliminary plan for the West Lincoln Way Corridor by the end of July 2021.

Task	Date
1.0 Kick-Off Meeting	November 2020
2.0 Survey of Existing Conditions	November 2020
4.1 Develop Initial Concepts	December 2020 – January 2021
3.1 Prepare Property Owner Discussion Materials	January 2021 – February 2021
3.2 Public Input Workshops	March 2021
4.2 Develop Refined Concept	March 2021 – April 2021
3.3 Public Open House	May 2021
4.3 Final Corridor Improvement Recommendations	July 2021

ADDITIONAL SERVICES NOT INCLUDED

Consultant services performed other than those authorized above shall be considered Additional Services. Additional Services not included in this proposal but may be applicable to this project include:

- Final Design/Construction Document Preparation/Bidding Services
- Construction Phase Services

Name: West Lincoln Way Corridor Study

Date: October 20, 2020

Page: 5

REQUESTED SERVICES AND FEES

Work Task Description	Total Anticipated Fee
1.0 Project Initiation & Management	\$4,500
2.0 Data Collection	\$5,200
3.0 Public Engagement	\$7,000
4.0 Concept Recommendations	\$14,800
TOTAL ANTICIPATED FEE:	\$31,500

Bolton & Menk does not have any hidden costs for services. You will not be charged separately for indirect costs including mileage, survey supplies, computer time, copies, etc.

This scope of work will be completed and invoiced monthly at Standard Hourly Rates with an estimated hourly fee not to exceed of \$31,500.

We appreciate this opportunity and look forward to assisting you in developing your future vision for corridor improvements to the West Lincoln Way Corridor. Should you have any questions, please feel free to contact me.

This proposal will be consistent with the terms and conditions described in the Agreement for Professional Services between Bolton & Menk, Inc. and the City of Jefferson, dated August 27, 2019 and approved by the Jefferson City Council on August 27, 2019.

Sincerely,

Bolton & Menk, Inc.

James Leiding, PE
Project Manager

James H. Harbaugh, PLA, ASLA
Landscape Architect

Encl.



912 North 13th Street
Clear Lake, IA 50428
641-357-1923
www.aturaarchitecture.com

**GREENE COUNTY ANIMAL SHELTER
JEFFERSON, IA
Project No. 2020-104**

September 28, 2020

DESIGN

OWNER APPROVAL TO BID
(City Council Meeting) 5:30 p.m. Tues..... OCT. 27, 2020

BIDDING

ISSUE BIDDING DOCUMENTS Thurs..... OCT. 29

PRE-BID MEETING
(at City Hall) 10:00 a.m. Thurs..... NOV. 5

RECEIPT/OPENING OF BIDS 2:00 p.m. Thurs..... NOV. 19

AWARD OF CONSTRUCTION CONTRACT
(City Council Meeting) 5:30 p.m. Tues..... NOV. 24, 2020

CONSTRUCTION

BEGIN CONSTRUCTION DEC. 2020

SUBSTANTIAL COMPLETION NOV. 2021

Region XII COG Spec Homes		606 N. Cedar St.	404 E. Clark St.	507 N. Cedar St.	506 E. Clark St.	
Concrete						
Saw Cut approach		\$350.00	\$350.00	\$0.00	\$350.00	
Approach		Paid	\$3,000.00	\$3,024.00	\$2,760.00	
Sidewalks		\$1,350.00	\$4,900.00	\$4,900.00	\$800.00	
Landscaping						
Seeding		\$0.00	\$0.00	\$0.00	\$0.00	
Tree Removal		\$500.00	\$600.00	\$0.00	\$500.00	
Plantings						
Watering						
Retaining Wall		\$5,219.00		\$1,068.18		
Other Landscaping						
Porches						
Materials (Labor by Habitat)				\$628.47	\$628.47	
Utility Fees						
Water/Sewer Tap			\$2,000.00			
Construction costs		\$7,419.00	\$10,850.00	\$9,620.65	\$5,038.47	\$32,928.12



AIA[®] Document B104[™] – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty-first day of February in the year Two Thousand Twenty

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

The City of Jefferson, Iowa
220 N. Chestnut Street
Jefferson, IA 50129

and the Architect:
(Name, legal status, address and other information)

The Franks Design Group, P. C.
410 First Street
Glenwood, Iowa 51534
Telephone Number: (712) 527-3996

for the following Project:
(Name, location and detailed description)

The Arcade - Repair and Rehabilitation Project
206 North Wilson Street, Jefferson Iowa 50129
Repair and rehabilitation of an existing three-bay, one-story, historic building. The building was constructed as three separate structures, and subsequently internally connected. The building has been vacant since February 2016 when it was damaged by fire. The City of Jefferson subsequently acquired the property and wishes to rehabilitate it in order to return it to useful service. Project scope includes tasks initially outlined in February 2020 to repair the fire damage, correct structural deficiencies, Install basic building systems, and ready the property for future owner/tenant improvements. Design and documents will be developed for Public Bid in accordance with Chapter 26 Iowa Code.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

AIA[®] Document B104[™] – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

The City of Jefferson, Iowa
220 N. Chestnut Street
Jefferson, IA 50129

and the Architect:
(Name, legal status, address and other information)

The Franks Design Group, P. C.
410 First Street
Glenwood, Iowa 51534
Telephone Number: (712) 527-3996

for the following Project:
(Name, location and detailed description)

105 & 107 North Chestnut Street Repair and Rehabilitation Project

Repair and rehabilitation of two adjacent existing one-bay, one-story, historic buildings. The buildings were constructed as three separate structures, and subsequently internally connected, then more recently divided. The 105 building has been vacant since a partial internal collapse started when a previous owner began interior demolition. It is temporary stabilized. The City of Jefferson subsequently acquired the property and wishes to rehabilitate it in order to return it to useful service. Project scope includes tasks initially outlined in February 2020 to repair the structural collapse damage, correct structural deficiencies, construct new building fronts at both bays, install basic building systems, and ready the property for future owner/tenant improvements. Design and documents will be developed for Public Bid in accordance with Chapter 26 Iowa Code.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

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Init.

2020 Standard Hourly Rates

Architect/Principal	\$ 125.00/hour
Project Architect/Technician I	\$ 105.00/hour
Design Staff/Technician II	\$ 95.00/hour
Design Staff/Technician III	\$ 80.00/hour
Clerical/Support	\$ 50.00/hour

Any consultants required for the services will, likewise, be invoiced per their standard hourly rates, unless otherwise indicated in the Agreement.

Typical reimbursable expense unit costs:

Mileage (2020 standard IRS rate)	\$ 0.575/mile
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In-house printing & plotting:

24" x 36" blackline sheets	\$ 2.00/sheet
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11" x 17" blackline sheets	\$ 0.25/sheet
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8 ½" x 11" color printing	\$ 0.40/page
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Other direct expenses such as outside printing, shipping, lodging & out-of-office sustenance, etc. are in addition to fees for professional services, unless otherwise indicated in the Agreement.