

AGENDA

COUNCIL MEETING

Tuesday, March 26, 2019

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. 3/12/19 regular Council minutes
- B. Fireworks permit for Wild Rose Casino & Resort for 7/4/19
- C. Payment to Jefferson Chamber of Commerce for Hotel/Motel
- D. Change hourly pay from \$12.00/hr to \$14.00/hr for David Destival – golf course employee

IV. NEW BUSINESS:

- A. Consider an increase of cemetery fees
- B. Consider Professional Services Contract with Bolton & Menk for \$83,300.00 for services to relocate County Road, 243rd Street (Phase 2:Construction) for the Airport Runway Project
- C. Consider resolution relating to financing acquisition of swimming pool equipment (pool cover) for \$31,700.00.
- D. Consider filling council seat vacancy

V. REPORTS:

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

VI. ADJOURN

COUNCIL AGENDA SUMMARY

IV. NEW BUSINESS:

- A. Consider an increase of cemetery fees: Attached is the proposed fee schedule and the fees that are currently charged.

- B. Consider Professional Services Contract with Bolton and Menk:
Attached is Bolton and Menk's contract for a total of \$83,300 for the 2nd phase of construction for the relocation of 243rd St for the Airport Runway Project.

- C. Consider resolution relating to financing acquisition of swimming pool cover: All of the information was not available for the cover when we did this for the new swimming pool liner. The total cost is \$31,700.00.

- D. Consider filling council seat vacancy: There are some names that have been submitted to council members and/or Mayor Berry. The person interested would come from At-Large within the boundaries of the city of Jefferson.

COUNCIL MEETING

March 12, 2019

5:30 P.M.

PRESENT: Ahrenholtz, Sloan, Wetrich, Gordon
ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Gordon, second by Wetrich, the Council approved the following consent agenda February 26, 2019 Council Minutes, Payment of monthly bills from City funds, Employ Kylie Angell at the golf course at \$7.75/hr and Employ Elijah Block at golf course \$7.75/hr.

AYE: Sloan, Ahrenholtz, Wetrich, Gordon
NAY: None

This was the time and place for the Public Hearing on the 2019-2020 Budget. The Mayor called for any oral or written comments. There were none. On motion by Ahrenholtz, second by Sloan the Council closed the Public Hearing.

AYE: Wetrich, Ahrenholtz, Gordon, Sloan
NAY: None

RESOLUTION NO. 5-19

On motion by Sloan, second by Wetrich, the Council approved Resolution No. 5-19, a resolution adopting the FY 2019-2020 Budget.

AYE: Gordon, Sloan, Wetrich, Ahrenholtz
NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved the City insurance policy for \$185,862 with Unger Insurance effective April 1, 2019 – March 31, 2020.

AYE: Gordon, Sloan, Wetrich, Ahrenholtz
NAY: None

RESOLUTION NO. 6-19

On motion by Wetrich, second by Ahrenholtz, the Council approved Resolution No. 6-19, a resolution approving purchase agreement for property at 107 North Chestnut Street for the purchase price of \$6,600.00.

AYE: Sloan, Ahrenholtz, Wetrich, Gordon
NAY: None

RESOLUTION NO. 7-19

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 7-19, a resolution approving \$35,000 Economic Development Grant Agreement for the purpose of repairing and replacing the roof located at 106 E State Street.

AYE: Ahrenholtz, Gordon, Wetrich, Sloan
NAY: None

RESOLUTION NO. 8-19

On motion by Gordon, second by Wetrich, the Council approved Resolution No. 8-19, a resolution approving Krieger Plat of Survey (W 10 Feet of Lot 8).

AYE: Sloan, Wetrich, Ahrenholtz, Gordon
NAY: None

The Council discussed the options moving forward to fill the council vacancy.

**APPLICATION FOR
FIREWORKS PERMIT**

The undersigned,

Name: Wild Rose Casino & Resort Jefferson and the City of Jefferson

Address: 777 Wild Rose Drive

Jefferson, IA 50129

Telephone: Aaron 515-330-9368

hereby applies pursuant to the provisions of the Iowa Code for a permit to display fireworks at Wild Rose Casino & Resort Jefferson, 777 Wild Rose Dr.

such permit to be effective from 07/04/2019
to 07/05/2019, rain date 07/05/19 to 07/06/19. If this application is approved
the undersigned agrees to faithfully observe all applicable laws
governing the use of fireworks.

Date: 03/21/2019

Aaron 3/21/19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Everest Indemnity Insurance Co.</td> <td>10851</td> </tr> <tr> <td>INSURER B : Maxum Indemnity Company</td> <td>26743</td> </tr> <tr> <td>INSURER C : Axis Surplus Insurance Company</td> <td>26620</td> </tr> <tr> <td>INSURER D : Everest Denali Insurance Company</td> <td>16044</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Everest Indemnity Insurance Co.	10851	INSURER B : Maxum Indemnity Company	26743	INSURER C : Axis Surplus Insurance Company	26620	INSURER D : Everest Denali Insurance Company	16044	INSURER E :		INSURER F :
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INSURED J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660															

COVERAGES **CERTIFICATE NUMBER:** 2104340223 **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			SI8ML00060-191	1/15/2019	1/15/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00033-191	1/15/2019	1/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EXC6028118-04	1/15/2019	1/15/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability			P-001-000063943-01	1/15/2019	1/15/2020	Each Occurrence \$4,000,000 Aggregate \$4,000,000 Total Excess Limits \$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
FIREWORKS DISPLAY DATE: JULY 4, 2019
RAIN DATE: JULY 5, 2019
LOCATION OF EVENT: 777 WILD ROSE DRIVE, JEFFERSON, IOWA

ADD'L INSURED: THE CITY OF JEFFERSON, IOWA, ITS EMPLOYEES, VOLUNTEERS, OFFICERS, ELECTED OFFICIALS, PARTNERS, See Attached...

CERTIFICATE HOLDER Wild Rose Casino Resort Jefferson 777 Wild Rose Drive Jefferson IA 50129	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CITY OF JEFFERSON

HOTEL-MOTEL REIMBURSEMENT

All items need to be accompanied by a receipt.

To speed up the review please place item number on receipt.

Item	Description	Amount	Check Number	Receipt (x)	Promo
2	KCWI - 2018 Bell Tower	\$750.00	7925	X	Bell Tower 2018 Advertising
3	Atlas Media Group - Tourism Pay for January	\$750.00	7907	X	50% of Contract
4	Atlas Media Group - Tourism Pay for February	\$750.00	7909	X	50% of Contract
Total Hotel/Motel		\$2,250.00			
Submitted in March 2019					
Submitted for The Chamber and Tourism					

JEFFERSON MUNICIPAL CEMETERY

AND

ST JOSEPH'S CEMETERY

Proposed to take effect on July 1 2019

		New pricing
Sale of grave space-Minimum 4 foot width	\$500	\$500
Interment (Grave Opening)		
Regular	\$500	\$575
Baby	\$200	\$200
Cremation (Inurnment)	\$200	\$250
Additional charge for interments/ Inurnments scheduled after 3 pm On weekdays and before 10 am on Mondays	\$100	\$100
Additional charge for Saturday/interments/ Inurnments (None on Sundays)	\$200	\$200
City Holidays/Holidays additional charge	(\$600)\$1,100 total)	(\$700 plus reg \$1275)

City Hoidays: Martin Luther King, President's Day, Memorial Day, July 4, Labor Day, Columbus Day, and Veterans Day **(If holiday falls on Saturday or Sunday the Friday before or the Monday after is considered a city Holiday)**

No burials on Christmas, New Years, Thanksgiving and Day after Thanksgiving or Sundays

No burials passed noon on Christmas Eve

Other services such as disinterment will be charged based on City's cost of labor, materials and equipment according to adopted fee schedule.



Real People. Real Solutions.

WORK ORDER # 2
TO
PROFESSIONAL SERVICES CONTRACT
BIDDING, CONSTRUCTION AND GRANT ADMINISTRATION SERVICES
RELOCATE COUNTY ROAD, 243rd STREET (PHASE 2: CONSTRUCTION)

JEFFERSON MUNICIPAL AIRPORT
JEFFERSON, IOWA

BETWEEN: The City of Jefferson, (CLIENT)
An Iowa Municipal Corporation

AND: Bolton & Menk, Inc. (CONSULTANT)

EFFECTIVE DATE: March _____, 2019

RECITALS

1. The City of Jefferson, Iowa, owns and operates the Jefferson Municipal Airport located near Jefferson, Iowa.
2. This is **Work Order # 2** to the Professional Services Contract, between the City and Bolton & Menk, Inc. The Professional Services Contract effective March 18, 2015, is referred to herein as the “**Master Agreement**”.

AGREEMENT

DESCRIPTION

The CONSULTANT agrees to provide Bidding, Construction and Grant Administration Services for the “**Relocate County Road, 243rd Street**” project at the Jefferson Municipal Airport (herein referred to as the **Project**).

I.A. BASIC SERVICES

PROJECT UNDERSTANDING

The project involves bidding and construction phase services associated with the relocation of 243rd Street just south of the Jefferson Municipal Airport. This road relocation is necessary to move the road out of the protected areas at the south end of the primary runway at the airport, and allow for a planned runway extension. This is a multi-phase project, with planning, land acquisition, and design of the road relocation

already completed. When this phase is complete, the area will be clear for the ultimate planned runway extension on the south end of Runway 14/32 at the Jefferson Municipal Airport.

The CONSULTANT's responsibility to provide Construction Phase services commences with the award of the construction contract. The construction services portion of the contract is based on a maximum number of Working Days for the construction contract. The Contract Time for the project is established as follows:

Project Duration: Construction Project shall be substantially complete within **Fifty (50) Working Days**.

BASIC SERVICES

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

1. **BID & GRANT ADMINISTRATION**

1.1. Prepare Disadvantaged Business Plan (DBE)

DBE Plan Update: This is applicable for project(s) that fall within a grant year which in Airport uses at least \$250,000 in Federal funds for services that can be completed by Disadvantaged Business Enterprise (DBE) firms. Total DBE eligible costs (prime contracts) estimated to be completed is expected to exceed \$250,000 with this project, thus an updated DBE program is required.

The CONSULTANT will update the Disadvantaged Business Enterprise (DBE) program in accordance with 49 CFR Part 26 Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. Specific tasks will include:

The CONSULTANT will review the methodology for evaluating the availability of DBE businesses to provide services and products for airport projects for the next three (3) Federal fiscal years.

The CONSULTANT will review the airport's service area by analyzing the utilization of DBE businesses on previous airport projects.

The CONSULTANT will prepare a legal advertisement describing the revised DBE utilization goal and methodology.

The CONSULTANT will deliver the advertisement to the CLIENT to publish in one (1) newspaper as a public notice to provide a public comment period.

The CONSULTANT will submit the DBE program to the FAA Office of Civil Rights for review and comments.

The CONSULTANT will complete one (1) annual report to FAA Office of Civil Rights as required to report actual DBE accomplishments on the project.

1.2. Prepare Advertisement for Bids and Bid Documents

Consultant shall prepare, reproduce and distribute a total of 10 sets of bidding documents for the project. Consultant will submit a copy to the Sponsor for distribution to the local and selected publications of the pending project. The Sponsor shall pay for the associated cost of advertising. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The

consultant will also keep a current list of plan holders and distribute this to interested parties upon request. This task includes coordination required to facilitate these requests.

1.3. Respond to Bidders Questions

During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

1.4. Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and the Consultant shall be reimbursed for this effort as an amendment to this contract.

1.5. Pre-Bid Meeting (not included) and Bid Opening

The Consultant will attend the bid opening.

1.6. Bid Review and Bid Tabulation

Consultant shall advise Board as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the Apparent Low Bidder.

1.7. Prepare Recommendation for Award

The Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made the Consultant will distribute the bid tabulations on request of the Sponsor.

1.8. Prepare Grant Application

The Application may be prepared after the project design has been completed and the bids accepted or the FAA may require the Application to be completed early during the design phase. Preparation of the Application will include the following:

- Prepare Federal Grant Preapplication Checklist
- SF-424
- Prepare FAA Form 5100-100 including Program Narrative, discussing the Purpose and Need of the Work and the Method of Accomplishment
- Sponsor Certification (total of six)

- The Consultant will submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor will forward the signed Application to the FAA for further processing.

1.9. Project Closeout

Prepare the closeout documentation in accordance with the AIP Sponsor Guide Section 1600. The CONSULTANT will prepare the closeout document within 90 days of final payment to the contractor. Closeout documentation shall include, but may not be limited to, the following:

- a. Sponsor Cover Letter
- b. Final Project Cost Summary
- c. Final SF-271 Form, Outlay Report and Request for Reimbursement for Construction Projects
- d. Final SF-425 Form, Federal Financial Report
- e. Final Construction Report
- f. Record Drawings

Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for grant closeout. The closeout report elements include a project summary, final certifications, summary of grant payments, and outlay report. This work includes preparation of the report, coordination with the Airport, State, and FAA for review, and preparation of final documents for Airport approval. The CLIENT will furnish copies of all administrative costs, as well as paperwork related to previous grant reimbursement (drawdown) requests.

2. CONSTRUCTION ADMINISTRATION

2.1. Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Engineer will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, IDOT (if available), Subconsultants, FAA (if available), Contractor, Subcontractors and utility companies. This task will include:

- Scheduling the meeting, sending invitations, providing meeting materials and pre-meeting exhibit and material preparation.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction meeting. The Owner should be provided copies of all construction schedules.
- Prior to preconstruction meeting, furnish the name of the Project Engineer with qualifications for approval by the Owner. Project Engineer means Engineer as defined in Section 10 (Section 10-18) of the General Provisions of the construction documents.

- Preside at the preconstruction meeting, prepare a detailed record of the meeting and submit to the Owner and all participants.
- Provide Contractor with a list of required submittals to be provided by Contractor and discussed at the meeting.
- Provide Contractor with additional copies of Construction Documents and digital data (Project Drawings) as requested.

2.2. Initial Construction Layout

The Consultant will perform initial survey work to establish construction limits, survey control, locations of barricades or construction signs. The construction control/verification survey subtask will include a survey crew to establish construction field control for the project. This will include establishment of horizontal and vertical control and construction staking as per the Project Manual.

2.3. Prepare Construction Management Program (CMP) (not included)

2.4. Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Contract Documents will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

2.5. Construction Management Services

The Consultant will provide Construction Administration Services the scope of which is based on the following:

- The Consultant and Client agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client.
- The Consultant and Client agree that the Construction Engineering Services provided by the Consultant may actually be required to continue and exceed beyond the construction time element stated in the Client's agreement with the construction Contractor. When the extent of these construction services beyond the control of the Consultant occurs, the Client agrees that Consultant will be reimbursed for additional Construction Engineering Services in excess of the specified construction time period at a mutually acceptable fee negotiated at the time all the pertinent circumstances are known.
- Nothing herein shall be construed as imposing upon the Consultant's responsibility for the construction means, methods, techniques, sequences, safety programs, and procedures used by contractors.
- The Consultant agrees that Resident Project Representative services furnished under this Contract shall be to observe the work and to determine compliance with the plans and

specifications, including representing the Client in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the Client on and around areas of construction.

- When the Consultant is on the site, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work.

The Consultant agrees to provide Construction Administration Services that include the following:

- 2.5.1. Check and monitor construction activities and certify that all project work completed under observation of the Resident Project Representative is in substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
- 2.5.2. Provide interpretation of plans and specifications as requested.
- 2.5.3. Supervise and coordinate Subconsultant contracts for field observation and testing.
- 2.5.4. Review shop drawings and certificates submitted by contractors for compliance with design concepts, as required by the applicable sections of the technical specifications.
- 2.5.5. Review all periodic and final pay requests and explanation of variation between Contract and final quantities prepared by Resident Project Representative. Coordinate Contractor approval and signature and submit to Client for approval.
- 2.5.6. Review weekly Construction Progress and Inspection Reports (FAA Form 5370-1) as prepared by Resident Project Representative and submit to Owner and applicable Agencies.
- 2.5.7. Prepare, review and process Field Orders, Change Orders to include a cost estimate, cost/price analysis, record of negotiations, review and evaluation of "Contractor's Request for Extension of Contract Time" and make recommendations regarding approval to the Client. Notify the Contractor that no work can start until approved by the Client.
- 2.5.8. Coordinate and meet with the Client for consultation and advice during construction to include conducting construction progress meetings. Coordinate with Owner's Representative including:
 - Review and evaluate "Contractor's Request for Extension of Contract Time" and submit recommendations to the Client.
 - Meet with the Client for consultation and advice during construction.
- 2.5.9. Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work
- 2.5.10. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative and/or Subconsultants.
- 2.5.11. Maintain record drawings from redline or working drawings prepared by Resident

Project Representative as accumulated during the course of construction to show "Record Drawing" conditions.

- 2.5.12. Retain and review payroll reports of each contractor and subcontractor and monitor Contractor's compliance with paying employees as per established State Prevailing Wages and/or Federal Davis Bacon requirements.
- 2.5.13. Monitor Contractor's compliance with Disadvantaged Business Enterprise (DBE) program (i.e. determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.) Report deviations to the Sponsor.

2.6. Resident Project Representative (RPR)

The Client as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Client and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time** Resident Project Representative services will be provided. It is anticipated the Project will be completed within **Fifty (50) Working Days**. This will include four (4) field visits by the Project Manager.

Resident Project Representative Services shall be completed in accordance with the attached Exhibit I-1, and shall include, but are not limited to, the following:

- 2.6.1. Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
- 2.6.2. Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Client in the event that the Contractor elects to continue the use of questioned equipment and methods. Conduct wage rate interviews and provide to Project Engineer.
- 2.6.3. Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- 2.6.4. Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
- 2.6.5. Evaluate possible material substitutions as requested by the Contractor.
- 2.6.6. Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- 2.6.7. Measure and compute as-built quantities of all materials incorporated in the work and

items of work completed, and maintain an item record account.

- 2.6.8. Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- 2.6.9. Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- 2.6.10. Attend and participate in construction progress meetings.
- 2.6.11. Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
- 2.6.12. Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

2.7 Final Inspection and Documentation

2.6.13. Final Inspection

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

2.6.14. Final Punch List

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

2.6.15. Final Construction Certifications

- 2.6.16. Once all punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

2.8 As-Built Plans

- 2.6.17. The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project, including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

2.9 Update Airport Layout Plan

CONSULTANT shall update the Airport Layout Plan (ALP) to depict as-built conditions as a result of the project. The CLIENT will then submit a PDF copy to FAA for review and comment. CONSULTANT will address the comments received from the FAA one time and print four (4) hard copies of the ALP will be produced for CLIENT and FAA signature.

I.B. ADDITIONAL SERVICES

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

1. Additions to the project outside of this scope.
2. Any construction surveying required for the Project.
3. Additional geotechnical investigation required for the Project.
4. Hosting a pre-bid meeting.
5. Additional Field Investigation required beyond those specified.
6. Completion of additional special studies not identified in Section I.A.
7. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
8. Attendance of additional meetings beyond those identified in the above scope.
9. All other services not specifically identified in Section I.A.

I.C. CONSIDERATION

The services described above in Section I.A. BASIC SERVICES shall be provided as follows:

TASK 1 – BIDDING & GRANT ADMINISTRATION	\$ 10,700.00 (Lump Sum)
<u>TASK 2 – CONSTRUCTION ENGINEERING</u>	<u>\$ 72,600.00 (Hourly, Not-to-Exceed)</u>
TOTAL AUTHORIZED FEE	\$ 83,300.00

Funding Layout:

Estimated Federal Share (90%)	\$ 74,970.00
Estimated Local Share (10%)	\$ 8,330.00

Progress payments shall be made in accordance with the fee schedule attached and Section III of the Master Agreement.

I.D. SCHEDULE

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed.


TASK	SERVICE DESCRIPTION	DATE
N/A	DESIGN – ALREADY COMPLETED	N/A
1	BIDDING & GRANT ADMINISTRATION	April - December 2019
2	CONSTRUCTION	August 2019 – November 2019

I.E. AUTHORIZATION

City of Jefferson, Iowa

Bolton & Menk, Inc.

By: _____
Date

By:  _____ 3/8/2019
Ronald A. Roetzel, P.E. Date
Aviation Services Manager

Attest: _____

Attachments:

- Exhibit I – Project Fee Breakdown
- Exhibit II – Bolton & Menk 2019 Fee Schedule



PROJECT FEE ESTIMATE

CLIENT: Jefferson Municipal Airport		DATE: 3/7/2019							
PROJECT: County Road Relocation, 243rd Street (Phase II: Construction Services)		PREPARED BY: RR/DM							
Task	Task Description	Estimated Person Hours Required							Totals
		Sr. Eng.	Sr. Eng.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.	
1	Bid & Grant Administration								
1.1	Prepare Disadvantaged Business Plan (DBE)	0	8	0	0	0	0	12	20
1.2	Prepare Advertisement for Bids and Bid Docs	0	0	2	0	0	0	0	2
1.3	Respond to Bidders Questions	0	4	4	0	0	0	0	8
1.4	Prepare and Distribute Addendums	0	8	8	0	0	0	0	16
1.5	Pre-Bid Meeting and Bid Opening	0	4	4	0	0	0	0	8
1.6	Bid Review and Bid Tabulation	0	1	2	0	0	0	0	3
1.7	Prepare Recommendation for Award	2	0	2	0	0	0	0	4
1.8	Prepare Grant Application	0	2	8	0	0	0	1	11
1.9	Project Closeout	2	0	8	0	0	0	0	10
Total Person Hours		4	27	38	0	0	0	13	82
Total Direct Labor Cost		\$240.00	\$1,350.00	\$1,178.00	\$0.00	\$0.00	\$0.00	\$325.00	\$3,093.00
Overhead		\$481.87	\$2,710.53	\$2,365.19	\$0.00	\$0.00	\$0.00	\$652.54	\$6,210.13
Subtotal Labor Cost									\$9,303.13
Fixed Fee x Subtotal Labor Cost									\$1,395.47
Total Task 1 (Fixed Lump Sum)									\$10,698.59
Direct Expenses									
		Electrical Engineering							\$0.00
		Architecture							\$0.00
		Geotechnical Investigation							\$0.00
Total Expenses Task 1									\$0.00
Subtotal Task 1									\$10,698.59
									ROUNDED TASK 1: \$10,700.00
2	Construction Administration								
2.1	Pre-Construction Meeting	0	8	8	0	0	0	4	20
2.2	Initial Construction Layout	0	0	4	0	12	0	0	16
2.3	Prepare Construction Management Plan (QAMP)	0	0	0	0	0	0	0	0
2.4	Prepare Contract Manuals	0	4	8	0	0	0	4	16
2.5	Construction Management Services	8	6	0	0	0	0	8	22
2.6	Resident Project Representative Services	0	0	0	0	0	0	0	0
Number of Days		0	6	30	30	0	0	0	
Hours Per Day		10	8	8	8	10	10	10	
Total Hours		0	48	240	240	0	0	0	528
2.7	Final Inspection and Documentation	2	8	16	0	0	0	8	34
2.8	As-Built Plans	0	2	8	0	0	0	0	10
2.9	Update Airport Layout Plan	0	0	12	0	0	6	0	18
Total Person Hours		10	76	296	240	12	6	24	664
Total Direct Labor Cost		\$600.00	\$3,800.00	\$9,176.00	\$4,800.00	\$456.00	\$240.00	\$600.00	\$19,672.00
Overhead		\$1,204.68	\$7,629.64	\$18,423.57	\$9,637.44	\$915.56	\$481.87	\$1,204.68	\$39,497.44
Subtotal Labor Cost									\$59,169.44
Fixed Fee x Subtotal Labor Cost									\$8,875.42
Total Task 2 (Cost Plus a Fixed Fee, NTE)									\$68,044.86
Direct Expenses									
		Electrical Engineering							\$0.00
		Architecture							\$0.00
		Geotechnical Investigation							\$4,600.00
Total Expenses Task 2									\$4,600.00
Subtotal Task 2									\$72,644.86
									ROUNDED TASK 2: \$72,600.00
									TOTAL PROJECT FEE \$83,300.00

2019 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2019. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$150-270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-195
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-175
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$100-190
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-185
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$60-165
Senior Technician (Inc. Construction, GIS, Survey ¹)	\$85-175
Technician (Inc. Construction, GIS, Survey ¹)	\$65-140
Administrative	\$45-100
Structural/Electrical/Mechanical/Architect	\$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

AGENDA

Cemetery Committee
Tuesday, March 19, 2019
@ 11:30 am
At City Hall

- I Call to Order
- II Open Forum
- III Old Business
 - A. Cemetery Software Progress
 - B. Dave Morlan report on the Cemetery Repair with Sloan
 - C. Change pricing at the Cemeteries review
- IV. New Business
 - A. Future Agenda Items
 - B. Department Report
- V Adjourn

Agenda Summary

Open Forum

Old Business.

- A. Mike Palmer has taken over the training on the software. I have not had time to do this as I am training a new assistant.
- B. Dave Morlan will report on the Cemetery Repair
- C. Discussion of the price changes were made in January. Review and make recommendation to the City Council

New Business

- A. Future Agenda Items
- B. Department Report
 - a. Report on burials from January 12-March 14 there have been 6 burials.
 - b. Dave and Dewey will be planning on Cemetery Clean up the first week in April
 - i. Seeding where needed
 - ii. Cleaning the rocks of the grass
 - iii. Preparation for Memorial Day, May 27

Next meeting on Tuesday, April 15 @ City Hall at noon.