CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: November 2, 2020

ITEM:

Resolution - Approving Professional Services Agreement
Booneville Road – South 100th Street to South 115th Street

FINANCIAL IMPACT:

The cost of the Professional Services Agreement associated with the design of this project is anticipated not to exceed $459,900.00 for Basic Services. In addition, the cost for performing Resident Consultant Services will not exceed $222,700.00. Should the cost for the professional services be projected to exceed the amounts set forth in the contract, staff would not authorize such expenditures without further approval by the City Council. All work will be billed on an hourly basis using the established hourly fee structure as set forth in the contract. All costs for these services can be paid from account no. 500.000.000.5250.495 with the ultimate funding intended to come from TIF bond proceeds. Partial funding may come from the Revitalize Iowa's Sound Economy (RISE) Grant Program as administered by the Iowa Department of Transportation.

BACKGROUND:

Approval of this action authorizes JEO Consulting Group, Inc. to perform the professional services necessary for the reconstruction of Booneville Road from approximately 800 feet west of South 100th Street to South 115th Street as part of the proposed Ginger West development. The project will consist of the reconstruction of Booneville Road (major collector) from an existing two-lane rural gravel roadway to a two-lane urban undivided roadway. The project will include grading, storm sewer, a box culvert, watermain, communications conduit, paving, and other miscellaneous work.

The Engineering Services Department retains professional consultants based on their past work experience, qualifications of their staff, familiarity with the project, staffing availability, and past performance. Once a firm has been selected based on the above criteria, City staff then negotiates a fee with the consultant for performing the desired scope of services. City staff attempts, whenever feasible, to distribute professional services work on an equitable basis to qualified firms maintaining local metropolitan area offices who have expressed interest in working for the City of West Des Moines.

OUTSTANDING ISSUES: None.

RECOMMENDATION:

City Council Adopt:

- Resolution Approving Professional Services Agreement for Booneville Road – South 100th Street to South 115th Street.

Lead Staff Member: Brian J. Hemesath, P.E., City Engineer

STAFF REVIEWS

Department Director	Brian J. Hemesath, P.E., City Engineer
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services		
Date Reviewed	October 26, 2020		
Recommendation	Yes	No	Split

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT

WHEREAS, funding is available for the following described public project:

Booneville Road – South 100th Street to South 115th Street
Project No. 0510-005-2021

and,

WHEREAS, said project Plans, Specifications, Form of Contract, and Estimate of Cost need to be prepared; and

WHEREAS, Engineering Services Department staff have recommended Plans, Specifications, Form of Contract, and Estimate of Cost be prepared by JEO Consulting Group, Inc., and

WHEREAS, the Engineering Services Department has obtained a written proposal from JEO Consulting Group, Inc. to do the work requested, which estimates the following cost to the City of West Des Moines;

Basic Services of the Consultant	**$459,900.00**
Resident Consultant Services	**$222,700.00**
Total	**$682,600.00**

therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, IOWA, that JEO Consulting Group, Inc. is hereby directed to prepare Plans, Specifications, Form of Contract, and Estimate of Cost for the above named project.

BE IT FURTHER RESOLVED, that the City Clerk is authorized and directed to enter into an agreement with JEO Consulting Group, Inc. for the cost indicated above as payment by the City of West Des Moines for the services indicated.

PASSED AND APPROVED on this **2nd** day of **November, 2020.**

Steven K. Gaer, Mayor

ATTEST:

Ryan T. Jacobson, City Clerk

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement is made and entered into this 2nd day of November, 2020, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and JEO Consulting Group, Inc., (Fed. I.D. # 47-0444475), a professional corporation incorporated and licensed under the laws of the State of Iowa, party of the second part, hereinafter referred to as "Consultant" as follows:

THE CITY HEREBY AGREES TO RETAIN THE CONSULTANT FOR THE PROJECT AS DESCRIBED IN THIS AGREEMENT AND CONSULTANT AGREES TO PERFORM THE PROFESSIONAL SERVICES AND FURNISH THE NECESSARY DOCUMENTATION FOR THE PROJECT AS GENERALLY DESCRIBED IN THIS AGREEMENT.

1. SCOPE OF SERVICES

   Services provided under this Agreement for the Booneville Road, South 100th Street to South 115th Street (Project No. 0510-005-2021) shall be as further described in Attachment 1, Scope of Services.

2. SCHEDULE

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

3. COMPENSATION

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

I. Basic Services of the Consultant	$459,900.00
II. Resident Consultant Services	$222,700.00
Total	$682,600.00

   B. The Consultant shall invoice the City monthly for services, any reimbursable expenses and any approved amendments to this Agreement, based upon services actually completed at the time of the invoice. Final payment shall be due and payable within 30 days of the City's acceptance of Consultant's submission of final deliverables in accordance with the Scope of Services.

   C. In consideration of the compensation paid to the Consultant, the Consultant agrees to perform all professional services to the satisfaction of the City by performing the professional services in a manner consistent with that degree of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar circumstances. If the performance of this Agreement involves the services of others or the furnishing of equipment, supplies, or materials, the Consultant agrees to pay for the same in full.

4. INSURANCE

   A. Consultant understands and agrees that Consultant shall have no right of coverage under any and all existing or future City comprehensive, self or personal injury policies. Consultant shall provide insurance coverage for and on behalf of Consultant that will sufficiently protect Consultant or Consultant' representative(s) in connection with the professional services which are to be provided

by Consultant pursuant to this Agreement, including protection from claims for bodily injury, death, property damage, and lost income. Consultant shall provide worker's compensation insurance coverage for Consultant and all Consultant's personnel. Consultant shall file applicable insurance certificates with the City, and shall also provide evidence of the following additional coverage.

B. The Consultant shall provide evidence of comprehensive general liability coverage and contractual liability insurance by an insurance company licensed to do business in the State of Iowa in the limits of at least $1,000,000 each personal injury accident and/or death; $1,000,000 general aggregate personal injury and/or death; and $1,000,000 for each property damage accident. The evidence shall designate the City as an additional insured, and that it cannot be canceled or materially altered without giving the City at least thirty (30) days written notice by registered mail, return receipt requested.

C. The Consultant shall also provide evidence of automobile liability coverage in the limits of at least $1,000,000 bodily injury and property damage combined. The evidence shall designate the City as an additional insured, and that it cannot be cancelled or materially altered without giving the City at least thirty (30) days written notice by registered mail, return receipt requested.

D. The Consultant shall provide evidence of professional liability insurance, by an insurance company licensed to do business in the State of Iowa, in the limit of $1,000,000 for claims arising out of the professional liability of the Consultant. Consultant shall provide City written notice within five (5) days by registered mail, return receipt requested of the cancellation or material alteration of the professional liability policy.

E. Failure of Consultant to maintain any of the insurance coverages set forth above shall constitute a material breach of this Agreement.

5. NOTICE

Any notice to the parties required under this agreement shall be in writing, delivered to the person designated below, by United States mail or in hand delivery, at the indicated address unless otherwise designated in writing.

FOR THE CITY:

Name: City of West Des Moines
Attn: Ryan T. Jacobson, City Clerk
Address: 4200 Mills Civic Parkway
City, State: West Des Moines, IA 50265-0320

FOR THE CONSULTANT:

Name: JEO Consulting Group, Inc.
Attn: Scott Port, P.E.
Address: 1615 SW Main St., Suite 205
City, State: Ankeny, IA 50023

6. GENERAL COMPLIANCE

In the conduct of the professional services contemplated hereunder, the Consultant shall comply with applicable state, federal, and local law, rules, and regulations, technical standards, or specifications issued by the City. Consultant must qualify for and obtain any required licenses prior to commencement of work, including any professional licenses necessary to perform work within the State of Iowa.

7. STANDARD OF CARE

Services provided by the Consultant under this Agreement shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

8. INDEPENDENT CONTRACTOR

Consultant understands and agrees that the Consultant and Consultant's employees and representatives are not City employees. Consultant shall be solely responsible for payment of salaries, wages, payroll taxes, unemployment benefits, or any other form of compensation or benefit to Consultant or Consultant's employees, representatives or other personnel performing the professional services specified herein, whether it be of a direct or indirect nature. Further, it is expressly understood and agreed that for such purposes neither Consultant nor Consultant's employees, representatives or other personnel shall be entitled to any City payroll, insurance, unemployment, worker's compensation, retirement, or any other benefits whatsoever.

9. NON-DISCRIMINATION

Consultant will not discriminate against any employee of applicant for employment because of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status. Consultant will, where appropriate or required, take affirmative action to ensure that applicants are employed, and that employees are treated, during employment, without regard to their age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status. Consultant will cooperate with the City in using Consultant's best efforts to ensure that Disadvantaged Business Enterprises are afforded the maximum opportunity to compete for subcontracts of work under this Agreement.

10. HOLD HARMLESS

Consultant agrees to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, settlements and judgments, to include all reasonable investigative fees, attorney's fees, and court costs for any damage or loss which is due to or arises from a breach of this Agreement, or from negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its sub consultants or anyone for whom Consultant is legally liable.

11. ASSIGNMENT

Consultant shall not assign or otherwise transfer this Agreement or any right or obligations therein without first receiving prior written consent of the City.

12. APPROPRIATION OF FUNDS

The funds appropriated for this Agreement are equal to or exceed the compensation to be paid to Consultant. The City's continuing obligations under this Agreement may be subject to appropriation of funding by the City Council. In the event that sufficient funding is not appropriated in whole or in part for continued performance of the City's obligations under this Agreement, or if appropriated funding is not expended due to City spending limitations, the City may terminate this Agreement without further compensation to the Consultant. To the greatest extent allowed by law, the City shall compensate Consultant as provided in Section 18(B) of this Agreement.

13. AUTHORIZED AMENDMENTS TO AGREEMENT

A. The Consultant and the City acknowledge and agree that no amendment to this Agreement or other form, order or directive may be issued by the City which requires additional compensable work to be performed if such work causes the aggregate amount payable under the amendment, order or directive to exceed the amount appropriated for this Agreement as listed in Section 3, above, unless the Consultant has been given a written assurance by the City that lawful appropriation to cover the costs of the additional work has been made.

B. The Consultant and the City further acknowledge and agree that no amendment to this Agreement or other form, order or directive which requires additional compensable work to be performed under this Agreement shall be issued by the City unless funds are available to pay such additional costs, and the Consultant shall not be entitled to any additional compensation for any additional compensable work performed under this Agreement. The Consultant expressly waives any right to

additional compensation, whether in law or equity, unless prior to commencing the additional work the Consultant was given a written amendment, order or directive describing the additional compensable work to be performed and setting forth the amount of compensation to be paid, such amendment, order or directive to be signed by the authorized City representative. It is the Consultant's sole responsibility to know, determine, and ascertain the authority of the City representative signing any amendment, directive or order.

14. OWNERSHIP OF CONSULTING DOCUMENTS

All sketches, tracings, plans, specifications, reports, and other data prepared under this Agreement shall become the property of the City; a reproducible set shall be delivered to the City at no additional cost to the City upon completion of the plans or termination of the services of the Consultant. All drawings and data shall be transmitted in a durable material, with electronic files provided when feasible to do so. The Consultant's liability for use of the sketches, tracings, plans, specifications, reports, and other data prepared under this Agreement shall be limited to the Project.

15. INTERPRETATION

No amendment or modification of this Agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of the Agreement. This is a completely integrated Agreement and contains the entire agreement of the parties; any prior written or oral agreements shall be of no force or effect and shall not be binding upon either party. The laws of the State of Iowa shall govern and any judicial action under the terms of this Agreement shall be exclusively within the jurisdiction of the district court for Polk County, Iowa.

16. COMPLIANCE WITH FEDERAL LAW

To the extent any federal appropriation has or will be provided for the Project, or any federal requirement is imposed on the Project, Consultant agrees that Consultant will comply with all relevant laws, rules and regulations imposed on City and/or Consultant necessary for receipt of the federal appropriation. Consultant shall provide appropriate certification regarding Consultant's compliance.

17. SOLICITATION AND PERFORMANCE

A. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement, and that the Consultant has not paid or agreed to pay any company or person other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or contingent fee.

B. The Consultant shall not engage the services of any person or persons in the employ of the City at the time of commencing such services without the written consent of the City.

18. SUSPENSION AND TERMINATION OF AGREEMENT

A. The right is reserved by the City to suspend this Agreement at any time. Such suspension may be effected by the City giving written notice to the Consultant, and shall be effective as of the date established in the suspension notice. Payment for Consultant's services shall be made by the City for services performed to the date established in the suspension notice. Should the City reinstate the work after notice of suspension, such reinstatement may be accomplished by thirty (30) days written notice within a period of six (6) months after such suspension, unless this period is extended by written consent of the Consultant.

B. Upon ten (10) days written notice to the Consultant, the City may terminate the Agreement at any time if it is found that reasons beyond the control of either the City or Consultant make it impossible or against the City's interest to complete the Agreement. In such case, the Consultant shall have no claims against the City except for the value of the work performed up to the date the Agreement is terminated.

C. The City may also terminate this Agreement at any time if it is found that the Consultant has violated any material term or condition of this Agreement or that Consultant has failed to maintain workers' compensation insurance or other insurance provided for in this Agreement. In the event of such default by the Consultant, the City may give ten (10) days written notice to the Consultant of the City's intent to terminate the Agreement. Consultant shall have ten (10) days from notification to remedy the conditions constituting the default.

D. In the event that this Agreement is terminated in accordance with paragraph C of this section, the City may take possession of any work and may complete any work by whatever means the City may select. The cost of completing said work shall be deducted from the balance which would have been due to the Consultant had the Agreement not been terminated and work completed in accordance with contract documents.

E. The Consultant may terminate this Agreement if it is found that the City has violated any material term or condition of this Agreement. In the event of such default by the City, the Consultant shall give ten (10) days written notice to the City of the Consultant's intent to terminate the Agreement. City shall have ten (10) days from notification to remedy the conditions constituting the default.

19. TAXES

The Consultant shall pay all sales and use taxes required to be paid to the State of Iowa on the work covered by this Agreement. The Consultant shall execute and deliver and shall cause any sub-consultant or subcontractor to execute and deliver to the City certificates as required to permit the City to make application for refunds of said sales and use taxes as applicable. The City is a municipal corporation and not subject to state and local tax, use tax, or federal excise taxes.

20. SEVERABILITY

If any portion of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Agreement shall continue in full force and effect.

21. MISCELLANEOUS HEADINGS

Title to articles, paragraphs, and subparagraphs are for information purposes only and shall not be considered a substantive part of this Agreement.

22. FURTHER ASSURANCES

Each party hereby agrees to execute and deliver such additional instruments and documents and to take all such other action as the other party may reasonably request from time to time in order to effect the provisions and purposes of this Agreement.

23. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall constitute an original document, no other counterpart needing to be produced, and all of which when taken together shall constitute the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents on the day and year first above written.

JEO CONSULTING GROUP, INC.	CITY OF WEST DES MOINES
BY: Scott Port	BY: _____
Scott E. Port, P.E., Project Manager	Ryan T. Jacobson, City Clerk

ATTACHMENT 1

SCOPE OF SERVICES

This scope of services is for Design Survey, Preliminary Design, Final Design, Bidding Services, and Resident Consultant Construction Services for the Booneville Road – South 100th Street to South 115th Street project. The project consists of providing new pavement, storm sewer, a box culvert, fiber, and water main along and within Booneville Road. The project is approximately one-mile long and will be a 2-lane urban section roadway (major collector with 70-ft ROW) with 6" curb and gutter widened to 3-lanes at future major intersections. Construction includes water main on the north side of Booneville Road and will consist of construction of the South Grand Prairie Parkway and South 115th Street intersections. There will be no trail constructed with the project.

- JEO Consulting Group, Inc (JEO) will serve as the prime consultant and be responsible for project management and coordination, topographic/ROW survey, roadway design, lighting design, drainage and box culvert design, water main design, right of way design and plats, water main permitting, bidding services, and resident consultant construction services.
- Foth Infrastructure and Environmental, LLC (Foth) will be responsible for wetland and other environmental services and permitting outlined within the scope of services, including a Section 401 permit from the Iowa Department of Natural Resources and 404 Permit form United States Army Corp of Engineers.
- Terracon will be responsible for geotechnical investigations.

The scope of work will consist of the following tasks:

100. Topographic/Right of Way Survey
200. Preliminary Design
300. Final Design
400. Bidding
500. Resident Consultant Construction Services

Task 100 – Topographic/Right of Way Survey

101. Topographic/ROW Survey and Project Background Review

The survey will be conducted utilizing the City of West Des Moines vertical datum and Iowa State Plane South Coordinate System. A minimum of ten (10) control points shall be established for the project.

The Consultant will research existing property lines and public right of way. Section/property pin locating will be conducted. An ownership map will be created identifying existing right-of-way, property lines, and owner information. Preparation of the ownership map does not constitute a boundary survey of affected parcels adjacent to the project.

Roughly a 200-foot-wide topographic survey within and directly adjacent to the proposed

improvements will be completed. The survey will note important street and ground elevations/grades necessary to provide sufficient drainage and match existing paved surfaces. The survey will also include structures, signs, pipes, posts, etc. and other visible features above ground. Trees 4" caliper or larger will be identified, however large groupings of trees will be identified by drip lines limits only. Non-visible below ground structures will be shown from information provided by the City and are approximate.

The Consultant will contact Iowa One Call and existing utility locations will also be recorded and identified on the existing site plan at Quality Level 'D'. Private utility locates are not included in the Iowa One Call service and if known, will be shown as map location.

If necessary, the Consultant will coordinate with a subconsultant to provide subsurface utility exploration (potholing) of existing utilities along the corridor in order to determine locations and depth of existing utilities.

The Consultant will participate in the survey coordination meeting that will include the City of West Des Moines and other consultants.

The Consultant will provide a letter and exhibit location map and will mail the notice to landowners for site access in order to complete topographic surveying operations.

The Consultant will stake proposed ROW and easements prior to crop installation to prevent adjacent landowners from planting crops in the Spring 2021, prior to the ground being disturbed by the project improvements.

Electronic files will be developed consistent with City of West Des Moines deliverable requirements and contours will be shown at 1-foot intervals.

The Consultant will collect and review all pertinent materials affecting the project area; including, but not limited to:

- Pertinent existing plans
- Existing geotechnical reports
- Applicable design standards
- City/private utility maps and drawings
- GIS database and map files
- Most recent aerial photograph of the corridor
- Record drawings of previous projects in the corridor
- Site plans/Development plans along the corridor

Task 200 – Preliminary Design

201. Project Management

This task will include coordination with the City of West Des Moines, sub-consultants, consultants working in/adjacent to the proposed corridor, key stakeholders, and other interested parties as it relates to the Ginger West infrastructure improvements project.

Project updates will be provided on a weekly basis. Project updates will contain a summary of work completed to date, work remaining, and next steps. These updates will be uploaded to the project's SharePoint site and discussed at the weekly Ginger West project meeting with the City of West Des Moines and other consultants.

The Consultant will be responsible for making sure content of the project site on SharePoint is up-to-date and will upload all necessary documents to the site.

Project meetings will be held on a regular basis throughout the project development, including:

- Project design kick-off meeting: The City will supply a list of key stakeholders and the Consultant will be responsible for inviting all appropriate parties. This task item will also include writing meeting minutes/notes.
- Weekly progress meetings: These meetings will be held to discuss current project issues and obtain feedback from City staff and to coordinate with other stakeholders.
- Utility coordination meeting: This meeting will be held with utility owners to verify existing location of private utilities as shown in the topographical survey file. If there is an impact, the Consultant will work with the utility owner to determine if relocation will be necessary. Coordination will continue throughout final design as necessary.
- Contractor coordination meeting: This meeting will be held with local contractors to inform them of the up coming projects and to answer questions they may have on the project plans.

The Consultant will coordinate with West Des Moines and the Iowa DOT for the RISE funding application. The Consultant will provide cost opinions, exhibits, and other requirements as deemed necessary for the RISE funding application and implementation.

202. Property Owner Meetings

Property owner/stakeholder meetings will be held with each owner along the project corridor as needed. These meetings are assumed to take place late in the preliminary design phase so preliminary plans and construction sequencing will be available and may be necessary in conjunction with right-of-way acquisition.

203. Environmental Permitting and Mitigation

The Consultant will coordinate with Foth Engineering on this task. The Consultant will be responsible for providing project limits and impacts. Foth's scope of services includes:

A. Wetland and WUS Delineation

Foth will perform a wetland and WUS delineation of the project area. The delineation will use mandatory technical criteria, field indicators, and other sources of information to assess whether the project area has jurisdictional wetlands or WUS. The classification will be performed by an experienced biologist, environmental scientist, or engineer. Please note that the fieldwork portion of the delineation has been completed under a separate contract with the City.

Foth's proposed Scope of Work includes the following:

- Assemble application information (i.e., aerial maps, soil classifications, site hydrology, vegetation type, etc.).

- Prepare maps showing the delineated wetland and WUS area(s).
- Submit a Wetland and Waters of the U.S. Delineation Report containing the applicable data, wetland jurisdictional rationale, and proposed project information.

The fees in this agreement do not include additional meetings or data collection/evaluation that may be requested by the USACE.

B. Mitigation Plan and Section 404 Permit Application
If wetland or WUS impacts are proposed, Foth will prepare and submit a Section 404 Permit Application containing the applicable data, wetland jurisdictional rationale, and proposed project information to the USACE, Iowa Department of Natural Resources (IDNR) Flood Plain Section, and IDNR Sovereign Lands Section. Foth will also prepare a Mitigation Plan for the project to address Section 404 permitting requirements. The Mitigation Plan will summarize each wetland and/or WUS area that will be impacted by the project based on the findings in the Delineation Report and the proposed site plan for the project.

The project site is located within the primary service areas of the Voas Mitigation Bank and McCorkle Bank, which offer emergent wetland credits, the White Fox Bank, which offers emergent and forested wetland credits and WUS credits, and the Des Moines River Mitigation Bank, which offers WUS credits. Foth will contact the bank/banks regarding the purchase of credits for wetland and WUS impacts. Foth will utilize the State of Iowa Stream Mitigation Method as a guideline for determining the quantity of WUS credits need for the project and wetland credits will be based on USACE regulatory guidance.

The scope of this proposal does not include design of a wetland or WUS mitigation area if mitigation banks or the in-lieu fee program cannot be utilized.

C. Alternative Analysis
If an Individual Permit will be required for the project, the USACE will require an Alternative Analysis for the project in addition to the Mitigation Plan. Foth will prepare an Alternative Report that will include the following discussions:

- Project Purpose
- Project Need
- Alternate Site Analysis
- Avoidance of Impact
- Minimization of Impact
- Compensatory Mitigation

The Alternative Analysis will be based on the Memorandum of Agreement (MOA) between the Environmental Protection Agency (EPA) and the Department of the Army concerning the Determination of Mitigation Under the Clean Water Act Section 404(b)(1) Guidelines, dated February 6, 1990. As indicated in the MOA, when evaluating 404 permit applications, the USACE follows the steps listed below:

- determines that potential impacts have been avoided to the maximum extent practicable;

- determines that the remaining unavoidable impacts will then be mitigated to the extent appropriate and practicable; and
- compensates for aquatic resource values.

Following submittal of the Alternatives Analysis, Foth will coordinate with the USACE to facilitate issuance of the Section 404 Permit. If an Alternate Analysis is required, JEO and the City will need to provide background and supporting information, such as alternate sites evaluated or demographic information. The proposed fees for the alternatives analysis assume that the client will provide Foth information required to generate the Alternative Analysis report.

D. Threatened & Endangered Species Habitat Assessment
Foth reviewed the U.S. Fish and Wildlife Service (FWS) Endangered Species List to evaluate potential Threatened and Endangered (T&E) species in the project area. The list for Dallas County included the following species:

- Topeka shiner (Notropis Topeka)
- Prairie bush-clover (Lespedeza leptostachya)
- Western prairie fringed orchid (Platanthera praeclara)
- Indiana bat (Myotis sodalis)
- Northern long-eared Bat (Myotis septentrionalis)

Foth will retain a subcontractor to perform a T&E habitat assessment of the project area. The T&E Habitat Assessment will include a review of FWS's Planning and Consultation System and the IDNR's Natural Areas Inventory database to identify species of concern and records of known occurrences. A walking survey of the project area will be conducted by a project biologist to assess the potential for T&E species. A report will be prepared to document the findings of the database search and field survey.

E. Phase I Cultural Resource Survey
Foth will retain a subcontractor to perform a limited/cursory archeological survey for review by the State Historical Preservation Office (SHPO) during the permitting process. The Phase I investigation will consist of the project area. The task does not include Phase I Cultural Resource surveys if an off-site mitigation site is selected or Phase II archeological investigations at the project site.

204. Drainage Study Report
The Consultant will complete a preliminary Drainage Study Report to verify:

- Site Characteristics
- Individual drainage basins
- Intake locations and spacing
- Pipe sizing and alignments
- Interception points of off-site flows
- Storm sewer hydraulic grade lines
- Box Culvert sizing and alignment

The Consultant will submit the preliminary Drainage Study Report to the City for review and comments.

205. Preliminary Roadway/Geometrics/Drainage Design (30% Submittal)
This task includes review of the completed topographic survey information. The Consultant will use this information to develop the proposed improvement plans based on the configuration recommended by the traffic study. The Consultant will develop the preliminary plans including:

- Title Sheet (including location map and utility contact information) – A-Sheets
- Typical Sections (including water, gas, electric, and fiber locations) – B-Sheets
- Plan and Profile Sheets– D & E-Sheets
    - Booneville Road will be the through street
    - Short portion of South 115th Street may need to be reconstructed to existing grade from proposed grade as the intersection of S. 115th and Booneville Road will be reconstructed.
    - The intersection of South Grand Prairie Parkway and Booneville Road will be designed and constructed.
- Survey Control and Alignment – G-Sheets
- Right of Way Sheets – H-Sheets
- Preliminary Staging – J-Sheets
- Storm Sewer – M-Sheets
- Water Main – O-Sheets
- Sidewalk Sheets – S-Sheets
- Box Culvert TS&L – V-Sheets
- Cross Sections (every 25 ft.) – W & X-Sheet

Internal design coordination (JEO, Other consultants, Terracon)

Upon coordination with Foth Engineering, a secondary plan set may need to be developed utilizing a tree clearing package. The tree clearing package will include:

- Title Sheet (including location map) – A-Sheets
- Quantities and General Notes – C-Sheets
- Tree Removal – D-sheets
- Survey Control and Alignment – G-Sheets
- Access Easements – H-sheets
- Site Access – J-sheets

206. Preliminary Utility Design
The Consultant will coordinate with West Des Moines Water Works for water main location, profile, sizing, hydrant locations, and details. Coordination meeting with private utility companies will be held to coordinate location of necessary private utility infrastructure.

207. Box Culvert Design
The Consultant will develop and analyze box culvert alternatives and design, perform a hydraulic analysis of the box culvert, develop a Total Station and Location exhibit (V-sheets), and develop and submit the Iowa DNR Floodplain permit for the box culvert.

208. Phasing/Staging
The design team will evaluate construction phasing options and discuss factors/trade-offs that may influence the proposed construction schedule of potential development projects.

209. Geotechnical Evaluation and Pavement Design

The Consultant will provide a letter and exhibit location map and will mail the notice to landowners for site access for soil boring operations.

Terracon will perform the geotechnical investigations along the designated alignment of Booneville Road.

A. Field Exploration:
The Field Exploration program will consist of the following:

Planned Location / Boring Type Booneville Road	Number of Borings	Planned Boring Depth (bgs) [1, 2]
Roadway centerline [3]	17	10 to 20 feet
Fill Areas	6	25 to 40 feet
Cut areas / backslopes	4	15 to 25 feet
Culvert	2	40 feet

1. bgs = below existing ground surface
2. Although not anticipated for the proposed boring depths, borings may be terminated at shallower depths if bedrock or relatively dense material is encountered. Rock coring is not included in this scope of services.
3. Borings are spaced about 400 feet apart.

B. Boring Layout and Elevations: Terracon will stake the boring locations using hand-held GPS equipment. Terracon anticipate boring surface elevations will be provided by JEO. If JEO is unable to provide boring surface elevations, elevations will be estimated from project plans or publicly available date (LiDAR).

C. Subsurface Exploration Procedures: Terracon will advance the soil borings with a drilling rig using continuous flight augers (solid stem and/or hollow stem augers, as necessary, depending on soil conditions). Four samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using thin-wall tube and/or split-barrel sampling procedures. Bulk samples of soil will be collected directly from the augers in certain borings. The samples will be placed in appropriate containers and taken to Terracon's laboratory for testing under the direction of a geotechnical engineer. Terracon will observe and record groundwater levels during and shortly after completion of drilling and sampling.

Terracon's exploration team will prepare field boring logs as part of standard drilling operations, including sampling depths, penetration distances, and other relevant sampling information. These field logs include visual descriptions of the materials encountered during drilling and the driller's interpretation of the subsurface conditions between samples.

D. Site Access: Terracon anticipates that several borings will be performed on the existing roadway surface. To safely perform borings in the roadway, Terracon anticipates the need for a lane closure. Terracon anticipates traffic volumes on the roadway are low enough to not

require the use of flaggers to perform Terracon's field work.

E. *Property Disturbance:* Terracon will take reasonable efforts to reduce damage to the properties. However, it should be understood that in the normal course of Terracon's work, disturbance could occur (e.g., rutting from tires, muddying the ground surface, etc.). Terracon's Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of damage to existing landscape or crops. If such services are desired by the owner/client, Terracon should be notified so Terracon can adjust their Scope of Services. If borings are performed when crops are planted, a crop damage agreement should be established between the client and crop owner prior to subsurface exploration. Terracon plans to use drilling equipment and/or a plow-type vehicle to clear access paths and create working areas at the exploration locations where crops are planted. Depending on the types of crops, season, and weather conditions, Terracon may need to create larger working areas at each exploration location (e.g. to provide air circulation while drilling). If requested, Terracon could document and estimate access routes; however, these pre-planning and post-exploration services along with crop damage reimbursements are not included in Terracon's Scope of Services.

   Borings will be backfilled with auger cuttings after their completion. Terracon's services do not include repair of the site beyond backfilling Terracon's boreholes. Excess auger cuttings will be dispersed in the general vicinity of the borehole (i.e., adjacent ditches). Because backfill material often settles below the surface after a period of time, Terracon recommend the boreholes be checked periodically and backfilled if necessary. Terracon can provide this service or grout the holes for additional fees at the City of West Des Moines' request.

F. *Safety:* Terracon is currently not aware of environmental concerns at this project site that would create health or safety hazards associated with Terracon's exploration program; thus, Terracon's scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Terracon's Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on Terracon's logs and discussed in Terracon's report.

   Exploration efforts require excavations into the subsurface, therefore Terracon will comply with local regulations to request a utility location service through Iowa One-Call. Terracon will consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based on the results of this consultation, Terracon will consider the need for alternative subsurface exploration methods, as the safety of Terracon's field crew is a priority.

   Private utilities (including field tile, if any) should be marked by the owner/client prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities not disclosed to us. If the owner/client is unable to accurately locate private utilities, Terracon can assist the owner/client by coordinating or subcontracting with a private utility locating service. Fees associated with the additional services are not included in Terracon's current Scope of Services and will be forwarded to Terracon's client for approval prior to initiating. The detection of underground utilities is dependent on the composition and construction of the utility line; some utilities are comprised of non-electrically conductive

materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

G. *Laboratory Testing*

The project engineer will review field data and assign various laboratory tests to better understand select engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of field work, and may include:

- Water content
- Unit weight
- Unconfined compressive strength
- Atterberg limits
- Grain size analysis (sieve and hydrometer)
- Moisture-density relationship (standard proctor)
- California bearing ratio tests
- One-dimensional consolidation

Terracon's laboratory testing program includes examination of soil samples. Based on the material's texture and plasticity, Terracon describes and classify soil samples in general accordance with the Unified Soil Classification System (USCS).

H. Engineering and Project Delivery

Results of Terracon's field and laboratory programs will be reviewed by a professional engineer. The engineer will develop a geotechnical site characterization and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

This project will be delivered using Terracon's GeoReport® system. Upon initiation, Terracon will provide the City of West Des Moines the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule, and anticipated exploration plan will be posted for review and verification
- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When services are complete, Terracon will upload a printable version of Terracon's completed geotechnical engineering report, including the professional engineer's seal and signature, which documents Terracon's services. Previous submittals, collaboration, and the report are maintained in Terracon's system. This allows future reference and integration into subsequent aspects of Terracon's services as the project goes through final design and construction.

The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil description
- Groundwater levels observed during and shortly after the completion of drilling
- Site Location and Exploration Plan
- Subsurface exploration procedures
- Description of subsurface conditions
- Earthwork construction, including:
  - Site preparation
  - Shrink-swell soil design considerations, if applicable
  - Structural fill material types, including suitability of on-site soils
  - Structural fill compaction criteria
  - Excavation considerations
  - Dewatering considerations (if applicable)
- Pavements
  - Opinions of minimum pavement thicknesses (PCC sections)
  - Subgrade preparation recommendations for pavements
  - Subsurface drainage recommendations for pavements
- Geotechnical analysis of roadway embankments and backslopes (if necessary)
  - Global slope stability analyses of 'large fill' and 'large backslope cut' areas (up to 2 locations)
  - Settlement of 'large fill' areas (up to 2 locations)

I. *Review of Plans and Specifications:* Terracon's geotechnical report and associated verbal and written communications will be used by others in the design team to develop plans and specifications for construction. Review of the project plans and specifications is a vital part of Terracon's geotechnical engineering services. This consists of review of project plans and specifications related to site preparation and pavement construction. Terracon's review will include a written statement conveying Terracon's opinions relating to the plans and specifications' consistency with Terracon's geotechnical engineering recommendations.

210. Quality Control/Quality Assurance

Internal review will be performed for accuracy and consistency with West Des Moines and SUDAS requirements prior to each milestone submittal to the Owner. The Consultant will address all City comments.

211. Preliminary Opinion of Probable Construction Costs

The Consultant will develop an Opinion of Probable Construction Costs (one document summarizing all phases of the project). This will be based on preliminary project limits, pavement recommendations, and traffic study recommended geometrics.

Task 300 – Final Design

301. Project Management/Meetings

This task will include coordination with the City of West Des Moines, sub-consultants, consultants working in/adjacent to the proposed corridor, key stakeholders, and other interested parties as it relates to the Ginger West infrastructure improvements project.

Project updates will be provided on a weekly basis. Project updates will contain a summary of work completed to date, work remaining, and next steps. These updates will be uploaded to the project's SharePoint site and discussed at the weekly Ginger West project meeting with the City of West Des Moines and other consultants.

The Consultant will be responsible for making sure content of the project site on SharePoint is up-to-date and will upload all necessary documents to the site.

Project meetings will be held on a regular basis throughout the project development, including:

- Weekly progress meetings: These meetings will be held to discuss current project issues and obtain feedback from City staff and to coordinate with other stakeholders.

The Consultant will coordinate with West Des Moines and the Iowa DOT for the RISE funding application. The Consultant will provide cost opinions, exhibits, and other requirements as deemed necessary for the RISE funding application and implementation.

302. Utility Coordination

Based on information gathered from the Design Request System and the topographic survey, the Consultant will develop a list of potentially impacted utilities. A utility coordination meeting will be held to determine project impacts to existing utilities, whether the utility can be relocated prior to construction or will need to be relocated during construction, and whether any plan changes will be required based on utility requirements. As stated in Task 101, the Consultant will hire a subconsultant to perform subsurface utility exploration of existing utilities, if necessary. The Consultant will survey and record to locations of found utilities.

303. Roadway/Sidewalk/ Drainage (60%)

The Consultant will develop a 60% submittal plan including:

- Title Sheet (including location map and utility contact information) – A-Sheets
- Typical Sections (including water, gas, electric, and fiber locations) – B-Sheets
- Quantities and General Notes– C-Sheets
- Plan and Profile Sheets; including ground line intercept – D & E-Sheets
- Removal Sheets – F-Sheets
- Survey Control and Alignment – G-Sheets
- Right of Way Sheets – H-Sheets
- Traffic Control and Staging Sheets – J-Sheets
- Storm Sewer Sheets – M-Sheets
- Water Main Sheets – O-Sheets
- Sidewalk Sheets – S-Sheets
- Fiber Conduit Plan and Profile – U-Sheets

- Special Details – U-Sheets
- Box Culvert Sheets – V-Sheets
- Cross Sections (every 25 ft.) – W & X-Sheets

Internal design coordination (JEO, Other consultants, Terracon)

304. Utility Design (60%)
This task will continue progress made under task 206. Water main plans will be finalized based on coordination with City staff and West Des Moines Water Works staff.

Lighting design will incorporate a photogramatic design and be developed based on West Des Moines standards. Standard Mid-American poles will be located along Booneville Road. Submittal will include the Light Analysis Checklist, Summary Letter, and Plan Set. Plans will include:

- Title Sheet (including location map) – A-Sheets
- Typical Sections – B-Sheets
- Lighting Plan Sheets – P-Sheets

305. Right of Way Design/Acquisition
Based on anticipated construction limits, right of way plan sheets and survey plats, including legal descriptions and exhibits, will be developed. The City will be responsible for appraisal, negotiation, and acquisition of needed properties. The scope assumes eleven (11) temporary easement, eleven (11) permanent easements, and six (6) fee title plats will be required. The Consultant will coordinate with the City and/or consultants with this item.

306. Phasing/Staging
This task is a continuation of duties described under task 208. Plan sheets will be developed for staging plans per input from property owners and developers.

307. Specifications/Special Provisions
The Consultant will identify any necessary special provision requirements for the project. The scope assumes SUDAS Specifications and any City of West Des Moines supplement. City of West Des Moines will provide front end documents for the project and the Consultant will provide specific project specifications to compliment the front-end documents.

308. Permitting
NPDES Storm Water Permit:
The Consultant will obtain public notices and proof of publication and prepare the "initial" Storm Water Pollution Prevention Plan (SWPPP). Fees for the public notice will be incorporated into the project fees. The remaining SWPPP preparation and management will be handled by the project Contractor, including preparations of SWPPP, filing the Notice of Intent, SWPPP management, and Notice of Discontinuation.

Water Main Permit:
The Consultant will develop and submit the water main permit to the Iowa Department of Natural Resources. Application fee is included in this agreement.

If necessary, the Consultant will coordinate with Foth Engineering for any submittals to the Army Corps of Engineers.

309. Quality Control/Quality Assurance (60% Submittal)
Internal review will be performed for accuracy and consistency with West Des Moines and SUDAS requirements prior to each milestone submittal to the Owner. The Consultant will address all City comments.

310. Opinion of Probable Construction Costs (60% Submittal)
The Consultant will develop an Opinion of Probable Construction Costs (one document summarizing all phases of the project).

311. Roadway/Sidewalk/ Drainage (95%)
The Consultant will develop a 95% submittal plan including:

- Title Sheet (including location map and utility contact information) – A-Sheets
- Typical Sections (including water, gas, electric, and fiber locations) – B-Sheets
- Special Detail Sheets – B-Sheets
- Quantities, General Notes, Estimate Reference Information – C-Sheets
- Erosion Control Plan – CE-sheet
- Plan and Profile Sheets; including ground line intercept – D & E-Sheets
- Removal Sheets – F-Sheets
- Survey Control and Alignment – G-Sheets
- Right of Way Sheets – H-Sheets
- Traffic Control and Staging Sheets – J-Sheets
- Pavement Markings – K-Sheets
- Geometric, Staking, and Jointing Sheets – L-Sheets
- Storm Sewer Sheets – M-Sheets
- Water Main Sheets – O-Sheets
- Fencing Layout – R-Sheets
- Sidewalk Sheets – S-Sheets
- Earthwork Tabulations – T-Sheets
- Fiber Conduit Plan and Profile – U-Sheets
- Special Details – U-Sheets
- Box Culvert Sheets – V-Sheets
- Cross Sections (every 25 ft.) – W & X-Sheets

Bid Specifications including Special Provisions and front-end documents (provided by Owner)

Internal design coordination (JEO, Other consultants, Terracon)

Upon coordination with Foth Engineering, a secondary plan set may need to be developed utilizing a tree clearing package. The tree clearing package will include:

- Title Sheet (including location map) – A-Sheets
- Quantities and General Notes – C-Sheets
- Tree Removal – D-sheets
- Survey Control and Alignment – G-Sheets

- Access Easements – H-sheets
- Site Access – J-sheets
- Bid specifications and front-end documents

312. Drainage Study Report

The Consultant will finalize and complete the Drainage Study Report that will include:

- Site Characteristics
- Individual drainage basins
- Intake locations and spacing
- Pipe sizing and alignments
- Interception points of off-site flows
- Storm sewer hydraulic grade lines
- Box Culvert sizing and alignment

313. Box Culvert Design

The Consultant will develop additional V-sheets for plan set, develop and submit 60% plans, and develop and submit 95% plans.

314. Final Utility Design (95%)

This task will continue progress made under task 206 and 304. Water main layouts and details will be finalized with West Des Moines Water Works staff.

Lighting design will incorporate a photogramatic design and be developed based on West Des Moines standards. Standard Mid-American poles will be located along Booneville Road. Submittal will include the Light Analysis Checklist, Summary Letter, and Plan Set. Plans will include:

- Title Sheet (including location map) – A-Sheets
- Typical Sections – B-Sheets
- Lighting Plan Sheets – P-Sheets

315. Quality Control/Quality Assurance (95% Submittal)

Internal review will be performed for accuracy and consistency with West Des Moines and SUDAS requirements prior to each milestone submittal to the Owner. The Consultant will address all City comments.

316. Opinion of Probable Construction Costs (95% Submittal)

The Consultant will develop an Opinion of Probable Construction Costs (one document summarizing all phases of the project).

Task 400 – Bidding

401. Bidding Process

- The Consultant shall post bidding documents on QuestCDN website for letting advertising.
- The consultant shall print and provide copies of plans, specifications, special provisions,

etc. to requesting parties. Two copies will be submitted to the City.

- The Consultant will maintain an updated plan holders list of contractors that were provided plans.
- The Consultant will attend the bid letting, review bids prepared by contractors, provide comments, and provide a recommendation of award to the City.
- The Consultant will prepare a bid tabs from the submitted proposals.
- Secure executed construction contract documents and deliver to the Owner.

402. Respond to Design Related Questions

The Consultant will respond to design related questions received by the City during the bidding process.

403. Preparation of Addenda

The Consultant will prepare documents and information as necessary for preparation of an addendum to the bidding documents to clarify the design and to address questions that arise.

404. Pre-Construction Meeting

The Consultant will coordinate and conduct a pre-construction meeting with the City and contractor. The Consultant will prepare an agenda, facilitate the meeting, and prepare and distribute meeting minutes to attendees.

Task 500 – Resident Consultant Construction Services

501. Construction Administration

Throughout construction the Project Manager will provide the following services:

- Coordination with the City of West Des Moines, sub-consultants, consultants working in/adjacent to the proposed corridor, key stakeholders, and other interested parties as it relates to the Ginger West infrastructure improvements project.
- Making sure content of the project site on SharePoint is up-to-date and will upload all necessary documents to the site.
- Coordinate with the City of West Des Moines and the Iowa DOT for the RISE funding application. The Consultant will provide cost opinions, exhibits, and other requirements as deemed necessary for the RISE funding application and implementation.
- Facilitate weekly project progress meetings with the Contractor
- Prepare weekly progress reports
- Review and process shop drawings
- Perform design interpretation for the City and Contractor
- Negotiate and prepare change orders as necessary throughout the construction process
- Prepare City of West Des Moines construction forms as provided by the Owner
- Prepare all progress payments and coordinate signature from all parties
- Prepare final pay application and recommend acceptance of improvements

502. Resident Project Representation (On-Site)

A construction observer will be provided for up to 1,500 hours (estimated 50 weeks with an average of 30 hours per week of construction (average hours considers weekends and days more than 8 hours). The duties of the construction observer are described as follows:

- Review contractors work for general compliance with the plans and specifications
- Complete construction observation reports when on site
- Coordinate pay estimates with contractor and engineer
- Coordinate soil testing with City selected geotechnical firm
- Assist the engineer in interpretation of the plans and specifications to the contractor
- Review materials delivered to the site for specification compliance
- Compile records for use in preparing record drawings
- Attend weekly progress meetings with the Contractor
- Prepare progress updates for stakeholders and City staff

503. Prepare Record Drawings

The Consultant will prepare record drawings for the project based on information collected from the contractor, the on-site observer, and field survey of elements of the completed project.

504. Post-Construction Services

The Consultant shall facilitate a project walkthrough and review the project to determine if it has been completed in substantial conformance with the plans, specifications, and other contract documents and recommend acceptance to the Owner.

The Consultant shall assist the City in develop a final punch list and verify completion of items for acceptance. The Consultant shall prepare the Certificate of Completion for the project.

Additional Services Not Included in the Proposal

- Grant administration.
- Land purchase costs, closing costs associated with land acquisition, and cost associated with condemnation process.
- Material testing services.
- Boundary retracement of existing lots to set missing monuments.
- Other permits not indicated within this scope.
- Any permit and publication fees associated with permit applications, unless specifically outlined in the Scope of Services.
- Special meetings and meetings not outlined in the Scope of Services.
- Other services not specifically outlined in this Agreement.

Owner's Responsibilities

- Provide timely plan review and the Consultant will all criteria and full information as to requirements for the project.
- Provide copies of the most current water, sanitary sewer, storm sewer, and other base maps.
- Provide traffic study to the Consultant.
- Provide area drainage reports, geotechnical reports, adjacent project plans, or any other

Master Plans/report.

- Give prompt written notice to the Consultant of any hazardous environmental conditions.
- Arrange for safe access to and make all provisions for the Consultant to enter upon public and private property as required by the Consultant to perform services under the agreement.
- Provide a designated authorized project representative.

ATTACHMENT 2

PROJECT SCHEDULE

Upon receiving Notice to Proceed, Consultant will prepare a detailed schedule for Owner review and begin work with estimated milestone dates according to the following:

Receipt of Notice to Proceed	November 3, 2020
Topographic Survey and Data Collection	November 2020
Preliminary Plan (30%) Design (Including Acquisition Plats)	November - December 2020
Wetland Delineation Report (assuming field work is not slowed by inclement weather)	4 – 6 weeks after field work
Mitigation Plan, Alternative Analysis, T&E Habitat Assessment and Phase 1 Cultural Resource Survey	Following Completion of Wetland Delineation Report (See Note #2)
Acquisition	January – April 2021
Permitting Services (By Others)	January - April 2021
Final Design - Check Plan (60%)	January - February 2021
Final Design – Final Plan (95%)	March – April 2021
Project Bid Letting	May 2021
Contract Award	May 2021
Construction	May 2021 – June 2022

Notes:

1. Project schedule is dependent upon timely reviews by regulatory agencies and stakeholders, as well as timely project direction from the City.
2. Cultural resource survey cannot be performed when the ground is covered in snow or when frozen ground conditions exist. The schedule of survey is dependent on weather conditions and the time of receipt of Notice to Proceed for the project. If adverse weather conditions exist, the Phase 1 Survey may be delayed until April 2021.

ATTACHMENT 3

SCHEDULE OF FEES

JANUARY 1, 2020

JEO CONSULTING GROUP INC.
CURRENT HOURLY RATE SCHEDULE RANGE

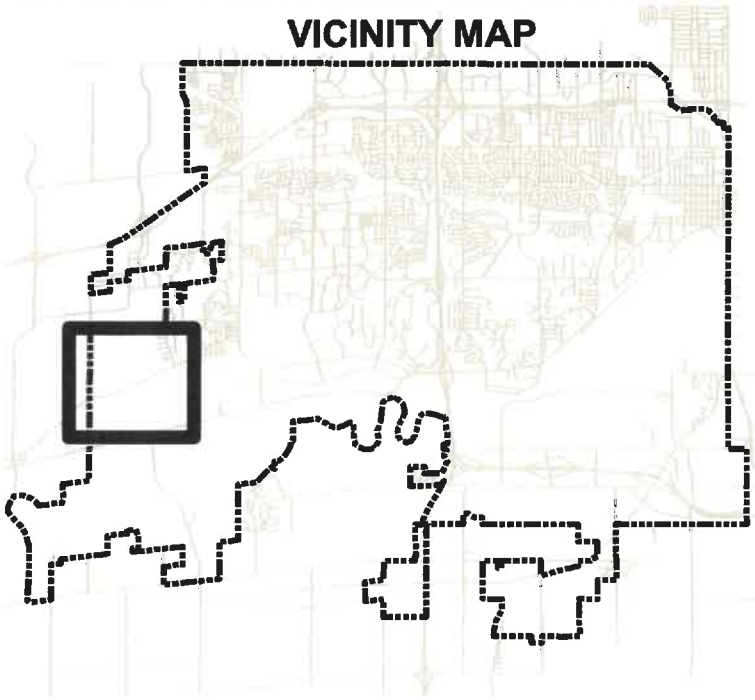
ACTUAL HOUR BASIS

Project Managers:	$150.00	-	$280.00
Project Engineers/Architects:	$125.00	-	$225.00
Project Engineers (E.I.):	$105.00	-	$125.00
Designer:	$155.00	-	$185.00
Engineering/Surveying/ Architectural/Planning/GIS Technicians:	$75.00	-	$155.00
Office/Administrative:	$85.00	-	$135.00
Principals:	$190.00	-	$285.00

NOTE: Cost of telephone calls, copying, postage, travel expenses, mileage, meals, lodging, etc. are included in our hourly rates and fees, and not charged separately.

*Rates are subject to annual adjustments.

VICINITY MAP



LEGEND

PROJECT LOCATION

N
W E
S

THE CITY OF WEST DES MOINES

PROJECT:	**Booneville Road**		
LOCATION:	**South 100th Street to South 115th Street**		
DRAWN BY: JDR	DATE: 10/19/2020	PROJECT NUMBER/NAME: 0510-005-2021	SHT. 1 of 1