



# CITY OF CLEAR LAKE

15 North 6th Street • P.O. Box 185 • Clear Lake, IA 50428  
Phone (641) 357-5267 • Fax (641) 357-8711  
[www.cityofclearlake.com](http://www.cityofclearlake.com)

Mayor  
NELSON P.  
CRABB

City  
Administrator  
SCOTT  
FLORY

September 13, 2013

HONORABLE MAYOR & CITY COUNCIL MEMBERS:

## COUNCIL MEMBERS

DANA  
BRANT  
Ward 1

TONY J.  
NELSON  
Ward 2

JIM  
BOEHNKE  
Ward 3

MIKE  
CALLANAN  
At Large

TERRY  
UNSWORTH  
At Large

The next meeting of the Clear Lake City Council is scheduled for Tuesday, **September 16, 2013**, at 6:30 p.m., in the Council Chambers, at City Hall. Please refer to the enclosed agenda for the items discussed below.

ITEM #6A. **Water Treatment Plant High Service Pump Report.** In June, the Council authorized an engineering services agreement with Veenstra & Kimm to assess the existing condition of the Water Treatment Plant's High Service Pumps and make recommendations regarding potential needs. This was in response to some prior operational issues with one of the Water Treatment Plant's High Service Pumps. The cost of the engineering services agreement was \$6,000.

At the previous City Council meeting (9/3/13), the Consultant reviewed the findings and conclusions of the "High Service Pumps Evaluation Report". The Report concluded that all three (3) of the High Service Pumps critical to the operation of the Water Treatment Plant are in "fair" or "poor" condition. Re-use of the existing pumps is not recommended due to size/capacity and age.

It should be noted that the Treatment Plant has four (4) High Service Pumps, however, one of those has not been operational for many years and is not critical to the system's operations. The three (3) remaining pumps (#1, #2, & #3) were installed in 1972, 1989, and 1948, respectively. Although each has been re-conditioned, the most recent effort in that regard was more than 23 years ago. Generally, these pumps have a life expectancy of 20-25 years.

It was also recommended that the City consider replacement of the facility's back-up generator, which is now 22 years old and capable of manual operation only. The back-up generator is also not capable of handling the majority of the Water Treatment Plant load.



Following the review of the Report, the Council authorized its' submittal to the Iowa DNR. The Council additionally authorized staff to negotiate an engineering services agreement for the Project with the Consultant.

The Report identified the potential cost of construction (excluding the back-up generator), including: miscellaneous modifications to the treatment plant, installation of new high service pumps, valves, humidity control, electrical and instrumentation at \$479,500, including 10% contingency.

City staff, following Council directive, has negotiated a Professional Services Agreement with the consultant, Veenstra & Kimm. The proposed Agreement is in the amount of \$32,400 and includes design and bidding services. This represents roughly 6.75% of the estimated cost of construction. Following an award of a construction contract by the Council, an addendum to the Agreement will be negotiated pertaining to the scope of construction services necessary and desired by the City.

**ITEM #6B. 14<sup>th</sup> Ave S. Public Approach Project.** At its last meeting, the Project engineer reviewed the "revised" construction plans & specifications. The Council also set the date for receiving sealed quotations as: September 11, 2013, at 2:00 p.m. The estimated construction cost for the PCC paving alternative was \$21,890 and the HMA paving alternative was \$21,745. Additionally, the Project was bid with alternate completion dates: Option #1 was November 15, 2013 and Option #2 was spring of 2014.

There were a total of four (4) quotes submitted by three (3) different general contractors; one bidder bid both the Option #1 & #2 completion dates. The lowest overall bid was submitted by Complete Concrete of Clear Lake, IA, in the amount of \$22,091, for the PCC paving alternative.

**ITEM #6E. Annual Street Financial Report.** The Code of Iowa, Section 321.14, requires that Cities receiving an allotment of Road Use Tax Funds prepare and submit to the Iowa DOT a financial accounting of the use of the funds they receive. The Report provides the Iowa DOT and the Federal Highway Administration with a documented record of street receipts and expenditures of Iowa's cities. The Report must be completed and filed by September 30<sup>th</sup> each year.

The FY 13 Report includes the following *major* capital improvement projects, for which construction was *completed* during the fiscal year: CDBG Contract #2, N. Shore Drive Streetscape, and the 1<sup>st</sup> Avenue S./S.3<sup>rd</sup> Streets Alley(s) Project. The N. 40<sup>th</sup> Street bridge Rehabilitation Project is NOT included because it is considered maintenance.

As noted in the Report, the Fund had an ending balance of \$1,364,032. The projected ending cash balance following the most recent amendment was estimated at \$1,082,489. The difference primarily being due to certain capital projects not being completed prior to June 30, 2013 and actual expenses being less than budgeted for certain activities. Total revenues, excluding beginning balance, associated with the Report were \$4,140,109 and expenditures \$3,641,149.

ITEM #6F. **2014 Street Resurfacing Project.** The Council allocated \$250,000 as part of the FY 14 municipal budget to undertake a street resurfacing project. City staff met with the elected representatives who volunteered to serve on a project work group to identify selected street segments for overlay improvements. The following street segments are proposed:

1. 2<sup>nd</sup> Ave N., N. 3<sup>rd</sup> St. to N. 6<sup>th</sup> St.
2. 3<sup>rd</sup> Ave N., N. Lakeview Drive to N. 3<sup>rd</sup> St.
3. 14<sup>th</sup> Ave S., S. 8<sup>th</sup> St. to S. Shore Drive
4. 15<sup>th</sup> Ave S., S. 8<sup>th</sup> St. to S. Shore Drive

City staff has negotiated a Professional Services Agreement with Yaggy Colby Associates for the proposed project. The consultant has previously done some detailed engineering work on street segment(s) identified within the scope of the Project. The proposed Agreement is in the amount of \$15,800 and includes design and bidding services. This represents roughly 6.3% of the estimated cost of construction. Following an award of a construction contract by the Council, an addendum to the Agreement will be negotiated pertaining to the scope of construction services necessary and desired by the City.

Scott Flory  
City Administrator

Smart Quote: "**Mistakes are the usual bridge between wisdom and experience.**"

– Phyllis Theroux, American writer & Community Activist

TENTATIVE AGENDA  
CLEAR LAKE CITY COUNCIL  
CITY HALL – 15 N. 6<sup>TH</sup> STREET  
MONDAY, SEPTEMBER 16, 2013  
CITY HALL – COUNCIL CHAMBERS  
**6:30 P.M.**

1. Call To Order by Mayor Nelson P. Crabb.
2. Approval of Agenda.
3. Consent Agenda:
  - A. Minutes – September 3, 2013.
  - B. Approval of the bills & claims.
  - C. Licenses & Permits:
    - Liquor License: Class C Beer Permit (BC) with Sunday Sales, Pilot Travel Center #407; Class C Liquor License (LC) (Commercial) with Sunday Sales, VFW Post 4868, (renewals).
4. Citizen’s opportunity to address the Council on items not on the agenda:
  - In conformance with the City Council’s Rules of Procedure, no action can occur on items presented during the Citizens Forum.
  - Please walk to the lectern, state your name (spell last name), address, and subject of your discussion.
  - Speakers are limited to a maximum of five (5) minutes per person.
5. Unfinished Business:
6. New Business:
  - A. Water Treatment Plant “High Service Pumps” Replacement Project:
    - Introduction by Scott Flory, City Administrator.
    - Review of Professional Services Agreement proposal by Jason Petersburg, P.E., Veenstra & Kimm.
    - **Motion** to approve Professional Services Agreement with Veenstra & Kimm by City Council.
    - Discussion and consideration of **Motion** by City Council.
  - B. 14<sup>th</sup> Avenue S. Public Approach Enhancement Project:
    - Introduction by Scott Flory, City Administrator.
    - Review of letting and recommendation, Mike Danburg, Yaggy Colby Associates.
    - **Motion** to approve **Resolution #13-59**, “A Resolution Making an Award of Contract by the City Council.

- Discussion and consideration of **Motion** by City Council.

C. S. 20<sup>th</sup> Street Intersection Reconstruction, Sidewalk, & Storm Sewer Project:

- Review of Pay Estimate #2 and update regarding construction, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve Pay Estimate #2 by the City Council.
- Discussion and consideration of **Motion** by City Council.

D. US HWY 18 (N. 3<sup>rd</sup> St. W. – N. 9<sup>th</sup> St. W.) Water Main Improvement Project:

- Review of Pay Estimate #5 and update regarding construction, Jason Petersburg, P.E., Veenstra & Kimm.
- **Motion** to approve Pay Estimate #5 by the City Council.
- Discussion and consideration of **Motion** by City Council.

E. FY 13 Iowa DOT Annual Street Financial Report:

- Review by Scott Flory, City Administrator.
- **Motion** to approve **Resolution #13-60**, “A Resolution approving the FY 13 Iowa DOT Annual Street Financial Report” by City Council.
- Discussion and consideration of **Motion** by City Council.

F. FY 14 Street Resurfacing Improvement Project:

- Introduction by Scott Flory, City Administrator.
- Review of Professional Services Agreement proposal by Mike Danburg, P.E., Yaggy Colby Associates.
- **Motion** to approve Professional Services Agreement with Yaggy Colby Associates by City Council.
- Discussion and consideration of **Motion** by City Council.

7. Chief of Police’s Report:

8. Mayor’s Report:

- Letter of Intent – Iowa Great Places Program.

9. Public Works Director’s Report:

- Repairs to John Deere Mowing Tractor.

10. City Administrator’s Report:

- Issuance of RFP for Citywide Strategic Sidewalk Master Plan.
- N. Shore Drive Street Reconstruction Project Informational meeting.

11. City Attorney's Report:

12. Other Business:

13. Adjournment.

NEXT REGULAR MEETING – OCTOBER 7, 2013

**PROFESSIONAL SERVICES AGREEMENT**

THIS IS AN AGREEMENT, made as of 9-16, 2013, between City of Clear Lake, (CLIENT) and Veenstra & Kimm, Inc., (CONSULTANT).

CLIENT requires consulting services for the Water Treatment Plant High Service Pump Replacement Project as defined in Exhibit 1.

CLIENT and CONSULTANT agree:

1. **Scope of Services.** CONSULTANT shall perform professional services as stated in EXHIBIT 2.
2. **Compensation.** CLIENT shall compensate CONSULTANT for CONSULTANT's services as stated in EXHIBIT 3.
3. **General Considerations.** General considerations to this Agreement are as stated in EXHIBIT 4.
4. **Terms and Conditions.** CONSULTANT shall provide professional services in accordance with the terms and conditions stated in EXHIBIT 5. If CLIENT issues a purchase order or other document to initiate the commencement of services hereunder, it is agreed that any terms and conditions appearing thereon shall have no application and only the provisions of this Agreement shall automatically apply
5. **Special Provisions.** Special provisions to this Agreement, if any, are stated in EXHIBIT 6.
6. CLIENT has provided or shall provide for payment from one or more lawful sources of all sums to be paid to CONSULTANT.
7. Following EXHIBITS are attached to and made part of this Agreement.
  - a. EXHIBIT 1 - Scope of Project
  - b. EXHIBIT 2 - Scope of Services.
  - c. EXHIBIT 3 - Compensation.
  - d. EXHIBIT 4 - General Considerations
  - e. EXHIBIT 5 - Standard Terms and Conditions

IN WITNESS WHEREOF, the parties below have executed this Agreement as of the day and year first above written.

**City of Clear Lake**

By: \_\_\_\_\_  
Scott Flory

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for giving notices: \_\_\_\_\_

15 North Sixth Street  
P.O. Box 185  
Clear Lake, IA 50428

**VEENSTRA & KIMM, INC.**

By: \_\_\_\_\_  
Timothy A. Moreau, P.E.

Date: 9/12/13

Attest: \_\_\_\_\_

Address for giving notices: \_\_\_\_\_

Stone Creek Office Park  
2800 Fourth Street SW  
Suite 9  
Mason City, 50401

# EXHIBIT 1 SCOPE OF PROJECT

## SCOPE OF PROJECT.

It is understood and agreed the Water Treatment Plant High Service Pump Replacement Project shall include the following improvements as were recommended and set forth in the Engineering Report prepared by Veenstra & Kimm, Inc. dated July 2013:

- A. Installation of two (2) new high service pumping units, each capable of pumping 1,600 gpm, 125 or 150 Hp, Minimum Efficiency of 82%. One existing pumping unit rated at 1,000 gpm @ 210 TDH, 100 Hp to be relocated and remain in service. Both new high service pump to be the "Lead" pumps and shall alternate. Includes related piping, accessories and connections.
- B. Installation of new controls to include new variable frequency drives with pump speed to match water tower level and/or pressure requirements.
- C. Isolation of the 1948 Clear Well and Pumps to facilitate installation of new pumping units, re-instatement of 1948 Clear Well into service.
- D. Construction of Access Opening in Building for equipment removals and installation of new pumping units, piping, etc.
- E. Removal of Existing Pumping Units and Cap Off of Valve Piping to Isolate existing piping.
- F. Isolation of 1972 Clear Well to facilitate Demolition Work and Removal of "Lake Pumps" and provide access for new pumping units and relocated pumping unit. Includes Removal of existing window and properly filling in opening in clear well. Re-instate 1972 Clear Well into service.
- G. Programming and related Instrumentation and Control work.

## EXHIBIT 2 SCOPE OF SERVICES

### Professional Services

CONSULTANT agrees to perform professional services in connection with the project as herein described. The CONSULTANT will serve as the CLIENT'S professional representative in those phases of the project to which this Agreement applies; and will give consultation and advice to the CLIENT during the performance of services as required.

#### A. PRELIMINARY ENGINEERING AND PLANNING SERVICES

1. **Preliminary Engineering.** The ENGINEERS have already completed the preliminary engineering as needed and requested by CLIENT to assist CLIENT with budgeting and pursuit of other funding resources. Preliminary Engineering Report dated July 2013 was received and approved by the City Council at their September 3, 2013 Council Meeting.

#### B. FINAL DESIGN SERVICES

1. **Design Surveys.** The ENGINEERS shall undertake necessary topographic and other surveys for the design of the Project. Design surveys do not include land or easement surveys which require services beyond those necessary for topographic design services.
2. **Design Conferences and Reports.** The ENGINEERS shall attend such design conferences with the CLIENT as may be necessary to make decisions as to the details of design of the Project. The ENGINEERS shall make periodic progress reports to the CLIENT staff and City Council, as necessary.
3. **Consultation on Design Concept.** The ENGINEERS during the course of the final design shall consult with the CLIENT for a final determination of the design concept, location and operating parameters.
4. **Plans and Specifications.** The ENGINEERS shall prepare such detailed plans and specifications as are reasonably necessary and desirable for construction of the Project. The specifications shall describe in detail the work to be done, materials to be used, and the location and extent of the construction required. Three (3) sets of final plans and specifications for each construction contract shall be submitted to the CLIENT.
5. **Estimate of Cost.** The ENGINEERS shall prepare an estimate of cost for each construction contract. The estimate of cost shall be based on the ENGINEERS' best knowledge at the time of preparation of the estimate of cost. The ENGINEERS shall not be responsible if the construction contract awarded for the Project varies from the ENGINEERS' estimate of cost. The ENGINEERS shall advise and assist the CLIENT, if necessary, in adjusting the scope and extent of the Project to allow the Project to be constructed within available budget limitations.

6. **Advertisement for Bids.** The ENGINEERS shall assist in the preparation of notice to bidders and shall provide plans and specifications for prospective bidders. The ENGINEERS shall provide, free of charge, plans and specifications to approved contract plan rooms and other construction document depositories. The ENGINEERS shall charge a non-refundable plan deposit to defray a portion of the cost of printing and distribution of the plans and specifications to construction contractors, subcontractors, suppliers and other interested parties.
7. **Bid Opening and Award of Contract.** The ENGINEERS shall have a representative present when bids and proposals are opened for the construction contracts, and shall prepare a tabulation of bids for the CLIENT and shall advise the CLIENT in making award of contract. After award of contract is made, the ENGINEERS shall assist in the preparation of the necessary contract documents. During the bidding phase, the ENGINEERS shall advise the CLIENT of the responsiveness of each proposal submitted. The ENGINEERS shall not be responsible for advising the CLIENT as to the responsibility of any bidder.

**C. SPECIAL ASSESSMENT SERVICES**

1. **Assessment Plats and Schedules.** It is understood and agreed that special assessments will NOT be used to finance the Project, and that the Project will NOT involve the preparation of preliminary or final assessment plat and schedules. No assessment plats and schedules will be prepared as part of this agreement.

**D. RIGHT-OF-WAY AND EASEMENT ACQUISITION SERVICES**

1. **Land Surveys, Right-of-Way, Easements.** It is understood and agreed that easements or additional Right-of-Way will NOT be required for this project, and the project will NOT require Land Surveys or preparation of Right-of-Way or Easement related documents.

**E. CONSTRUCTION SERVICES**

1. **Preconstruction Conference.** The ENGINEERS shall conduct a preconstruction conference following award of the construction contract. Said conference to be attended by representatives of the CLIENT, the ENGINEERS, the Contractor, and utility companies affected by the Project. At this conference a detailed construction schedule will be determined.
2. **General Services During Construction.** The ENGINEERS shall provide general services during construction including, but not limited to, the following:
  - a. Establishment of bench mark and/or base line to permit start of construction work.
  - b. Consult with and advise CLIENT.
  - c. Coordinate and provide work of testing laboratories for concrete and moisture density tests.

- d. Assist in interpretation of plans and specifications.
- e. Review drawings and data of manufacturers.
- f. Process and certify payment estimates of the Contractor to CLIENT.
- g. Prepare and process necessary change orders or modifications to the construction contract.
- h. Make routine and special trips to the Project site as required.
- i. Make final reviews after construction contracts are completed to determine that the construction complies with the plans and specifications and certify that the reviews were made and that to the best of the knowledge and belief of the Engineers, the work on the contracts has been substantially completed.
- j. Provide the CLIENT with one (1) reproducible set of plans showing final construction.

**3. Resident Review Services.**

The ENGINEERS shall provide resident review during construction including, but not limited to, the following:

- a. Provide resident review services understood to include the detailed observation and review of work of the Contractors and materials to assure compliance with the plans and specifications.
- b. The ENGINEERS shall provide resident review services by assigning resident engineers and/or engineering technicians to the Project for such periods reasonably required to ensure proper review of the construction work. On-site review shall take place on a regular basis during construction work on the Project.

**4. Construction Staking Services.**

The ENGINEERS shall provide construction staking during construction including, but not limited to, the following:

- a. Provide construction staking as necessary to include the establishment of required benchmarks and baselines for locations, elevations and grades of construction.

- 5. Final Review.** The ENGINEERS shall make a final review of the Project after construction is completed to determine the construction substantially complies with the plans and specifications. The ENGINEERS shall certify the completion of the work to the CLIENT when construction substantially complies with the plans and specifications.

**EXHIBIT 3  
COMPENSATION**

The CLIENT shall compensate the ENGINEERS for their services by payment of the following fees:

- A. Preliminary Engineering and Planning.** For services under this Agreement, as set forth in Exhibit 2, Paragraph A:

  - 1. Not applicable
- B. Final Design Services.** For services under this Agreement, as set forth in Exhibit 2, Paragraph B:

  - 1. Owner shall pay ENGINEERS a Lump Sum fee of Thirty Two Thousand Four Hundred Dollars (\$32,400).
- C. Special Assessment Services.** For services under this Agreement, as set forth in Exhibit 2, Paragraph C:

  - 1. Not Applicable
- D. Right-of-Way and Easement Acquisition Services.** For services under this Agreement, as set forth in Exhibit 2, Paragraph D:

  - 1. Not Applicable
- E. Construction Services.**

  - 1. For General Services during construction under this Agreement, as set forth in Exhibit 2, Paragraph E, Sub-Paragraphs 1, 2 and 5:
    - a. A fee on the basis of the standard hourly fees for the time the ENGINEERS' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the ENGINEERS for work associated with the Project.
    - b. The total fee for General Services shall be determined at a later date after contract award has been made.

2. **For Resident Review Services during construction under this Agreement, as set forth in Exhibit 2, Paragraph E, Sub-Paragraphs 3:**

- a. A fee on the basis of the standard hourly fees for the time the ENGINEERS' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the ENGINEERS for work associated with the Project.
- b. The total fee for the Resident Review Services shall be determined at a later date after contract award has been made. Said fee will be based on the City's requested number of Residential Review hours per week and an estimated number of weeks for the project duration.

3. **For Construction Staking Services during construction under this Agreement, as set forth in Exhibit 2, Paragraph E, Sub-Paragraphs 4:**

- a. A fee on the basis of the standard hourly fees for the time the ENGINEERS' personnel are actually engaged in the performance of the work, plus direct out-of-pocket costs incurred by personnel who are actually engaged in the work, plus direct costs incurred by the ENGINEERS for work associated with the Project.
- b. The total fee for the Construction Staking Services shall be determined at a later date after contract award has been made.

F. **Labor and Billing Rate Schedule.** Copy of ENGINEERS Labor and Billing Rate Schedule effective July 2013 is attached.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION MAKING AWARD OF CONTRACT FOR THE  
14<sup>TH</sup> AVENUE SOUTH PUBLIC APPROACH IMPROVEMENT PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLEAR LAKE, IOWA;

That the bid of Complete Concrete, Clear Lake, Iowa, in the amount of \$22,091.00, for the 14<sup>th</sup> Avenue South Public Approach Improvement Project, be and is hereby accepted, the same being the lowest responsible bid received for said work.

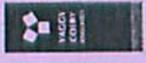
The Mayor and Clerk are hereby directed to execute said contract awarded above for the construction of said improvements, said contract not to be binding on the City until the necessary certificate of insurance have been received and approved by the Project Engineer, City Administrator and Public Work Director. Said contract and bonds to be approved in the future, by Resolution of this Council.

PASSED AND APPROVED this 16<sup>th</sup> day of September, 2013.

\_\_\_\_\_  
Nelson P. Crabb, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Larsen, City Clerk



**BID TABULATION**  
**14TH AVENUE SOUTH PUBLIC ACCESS IMPROVEMENT** DATE OF LETTING: September 11, 2013  
 TIME OF LETTING: 2:00 p.m.  
**CLEAR LAKE, IOWA**  
 12066-13  
 TABULATED: 9/12/13 DATE: 9/12/13  
 CHECKED: 190 DATE: 9/12/13

Mid Continent Contracting  
 Mason City, Iowa

Mid Continent Contracting  
 Mason City, Iowa

North Iowa Septic Solutions  
 Mason City, Iowa

Heartland Asphalt  
 Mason City, Iowa

Complete Concrete  
 Clear Lake, Iowa

ITEM NO.	ITEM	QUANTITY	UNIT	ENGINEER'S ESTIMATE		Complete Concrete Clear Lake, Iowa		Heartland Asphalt Mason City, Iowa		North Iowa Septic Solutions Mason City, Iowa		Mid Continent Contracting Mason City, Iowa		Mid Continent Contracting Mason City, Iowa		
				UNIT PRICE	AMOUNT	OPTION 1 UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	OPTION 1 UNIT PRICE	AMOUNT	OPTION 1 UNIT PRICE	AMOUNT	OPTION 2 UNIT PRICE	AMOUNT	
1	Excavation, Cl. 10	60	CY	\$10.00	\$600.00	\$12.25	\$735.00			\$30.00	\$1,800.00	\$20.00	\$1,200.00	\$20.00	\$1,200.00	
2	PCC Pavement, 6", Cl. C	170	SY	\$34.00	\$5,780.00	\$46.25	\$7,862.50			\$55.00	\$9,350.00	\$62.00	\$10,540.00	\$62.00	\$10,540.00	
3	PCC Driveway, 6"	8	SY	\$40.00	\$320.00	\$50.00	\$400.00			\$40.00	\$320.00	\$55.00	\$440.00	\$55.00	\$440.00	
4	Remove Pavement	8	SY	\$50.00	\$400.00	\$20.00	\$160.00			\$40.00	\$320.00	\$25.00	\$200.00	\$25.00	\$200.00	
5	Storm Sewer Intake, Type M-A	1	EA	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00			\$1,200.00	\$1,200.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
6	Storm Sewer, HDPE, 10"	87	LF	\$35.00	\$3,045.00	\$38.00	\$3,306.00			\$65.00	\$5,655.00	\$27.00	\$2,349.00	\$27.00	\$2,349.00	
7	Storm Sewer, Cleanout, 10"	1	EA	\$600.00	\$600.00	\$400.00	\$400.00			\$400.00	\$400.00	\$450.00	\$450.00	\$450.00	\$450.00	
8	Connect to Existing Storm Intake	1	EA	\$750.00	\$750.00	\$750.00	\$750.00			\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	
9	Longitudinal Subdrain, 4"	61	LF	\$15.00	\$915.00	\$15.00	\$915.00			\$35.00	\$2,135.00	\$29.00	\$1,769.00	\$29.00	\$1,769.00	
10	Subdrain Cleanout, 4"	2	EA	\$250.00	\$500.00	\$175.00	\$350.00			\$300.00	\$600.00	\$250.00	\$500.00	\$250.00	\$500.00	
11	Subdrain Outlet	1	EA	\$300.00	\$300.00	\$150.00	\$150.00			\$10.00	\$850.00	\$70.00	\$5,950.00	\$70.00	\$5,950.00	
12	Topsoil, Furnish and Place	85	TON	\$20.00	\$1,700.00	\$22.50	\$1,912.50			\$50.00	\$1,650.00	\$60.00	\$1,980.00	\$60.00	\$1,980.00	
13	Sodding	33	SQ	\$60.00	\$1,980.00	\$150.00	\$4,950.00			\$1,306.00	\$1,306.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
14	Traffic Control	1	LS	\$500.00	\$500.00	\$150.00	\$150.00			\$1,380.00	\$1,380.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
15	Mobilization	1	LS	\$1,500.00	\$1,500.00	\$350.00	\$350.00									
<b>TOTAL PROJECT</b>					<b>\$21,890.00</b>		<b>\$22,091.00</b>		<b>\$0.00</b>		<b>\$27,586.00</b>		<b>\$33,428.00</b>		<b>\$32,428.00</b>	

ITEM NO.	ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Elevation, Cl 10	105	CY	\$10.00	\$1,050.00										
2	HMA Base, 3"	170	SY	\$14.00	\$2,380.00										
3	HMA Surface, 2"	170	SY	\$10.00	\$1,700.00										
4	Modified Subbase	65	TON	\$17.00	\$1,105.00										
5	PCC Driveway, 6"	8	SY	\$40.00	\$320.00										
6	Remove Pavement	8	SY	\$50.00	\$400.00										
7	Storm Sewer Intake, Type M-A	1	EA	\$3,000.00	\$3,000.00										
8	Storm Sewer, HDPE, 10"	87	LF	\$35.00	\$3,045.00										
9	Storm Sewer Cleanout, 10"	1	EA	\$600.00	\$600.00										
10	Connect to Existing Storm Intake	1	EA	\$750.00	\$750.00										
11	Longitudinal Subdrain, 4"	61	LF	\$15.00	\$915.00										
12	Subdrain Cleanout, 4"	2	EA	\$250.00	\$500.00										
13	Subdrain Outlet	1	EA	\$300.00	\$300.00										
14	Topsoil, Furnish and Place	85	TON	\$20.00	\$1,700.00										
15	Sodding	33	SQ	\$60.00	\$1,980.00										
16	Traffic Control	1	LS	\$500.00	\$500.00										
17	Mobilization	1	LS	\$1,500.00	\$1,500.00										
<b>TOTAL PROJECT</b>					\$21,745.00		\$0.00		\$0.00		\$23,513.80		\$0.00		\$0.00

Comments

A total of 4 bids were received with three bidders submitting on Alternate A PCC Paving, Option 1 only, one bidder submitting on Alternate B HMA Paving, Option 1 only. The lowest bid was submitted by Complete Concrete for Alternate A PCC Paving, Option 1. Their bid total submitted of \$22,091.00 is \$201.00 (1%) above the Engineer's Opinion of Cost of \$21,890.00. The bids appear to be both responsible and responsive.

Remarks

Yaggy Colby Associates recommends awarding the construction contract to Complete Concrete for Alternate A PCC Paving, Option 1 in the amount of \$22,091.00. The contract documents require the bid to remain valid for 30 days.

To the best of Yaggy Colby Associates' knowledge, the above is a true and correct tabulation of the bids opened at 2:00 p.m. on September 11, 2013.

*Michael C. Borlong*  
9/12/13

**VEENSTRA & KIMM, INC.**2800 Fourth Street SW, Suite 9 • Mason City, Iowa 50401-1596  
641-421-8008 • 641-380-0313(FAX) • 877-241-8008(WATS)**PAY ESTIMATE NO. 2**

Date: September 10, 2013

Project Title	South 20th Street (Main Ave. - 2nd Ave. S.) Intersection Reconstruction & Storm Sewer Project Clear Lake, Iowa		Contractor	Yohn Co. 309 South 20th Street Clear Lake, IA 50428
Original Contract Amount & Date	\$279,992.75	April 15, 2013	Pay Period	August 3 - August 31, 2013

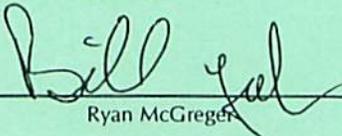
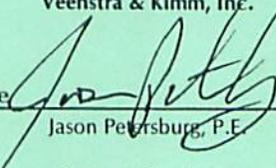
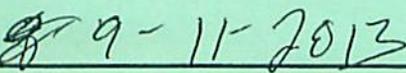
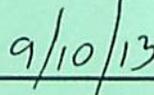
**BID ITEMS**

Item No.	Specification Section / Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
<b>1</b>	<b>General Miscellaneous Work</b>						
1.1	Mobilization	LS	1	XXXX	\$2,600.00	100.0%	\$2,600.00
1.2	Traffic Control	LS	1	XXXX	\$1.00	100.0%	\$1.00
1.3	Retaining Wall	SF	139	\$15.00	\$2,085.00	0	\$0.00
1.4	Erosion Control	LS	1	XXXX	\$1.00	100.0%	\$1.00
1.5	Topsoil (Assumed Quantity)	TON	290	\$1.00	\$290.00	0	\$0.00
1.6	Seed, Fertilizer, & Mulch	ACRE	0.6	\$483.33	\$290.00	0	\$0.00
1.7	Sod	SQ	252	\$2.00	\$504.00	0	\$0.00
1.8	Construction Survey	LS	1	XXXX	\$2,100.00	100.0%	\$2,100.00
<b>2</b>	<b>Water Distribution Improvements</b>						
2.1	Water Service Pipe, Directionally Drilled	LF	291	\$0.50	\$145.50	0	\$0.00
2.2	Corporation	EA	6	\$120.00	\$720.00	0	\$0.00
2.3	Curb Stop and Box	EA	6	\$80.00	\$480.00	1	\$80.00
2.4	Connect to Existing Water Main	EA	1	\$5,000.00	\$5,000.00	1	\$5,000.00
2.5	Gate Valve & Box						
	2.5a - 12"	EA	1	\$4,000.00	\$4,000.00	1	\$4,000.00
	2.5b - 10"	EA	1	\$3,800.00	\$3,800.00	1	\$3,800.00
2.6	Water Main, 12"	LF	48	\$260.00	\$12,480.00	38	\$9,880.00
2.7	Lower 10" Water Main	EA	1	\$300.00	\$300.00	0	\$0.00
2.8	Granular Backfill Material (assumed quantity)	TON	100	\$1.00	\$100.00	0	\$0.00
2.9	Water System Testing	LS	1	XXXX	\$800.00	100.0%	\$800.00
2.10	Exploratory Excavation	EA	6	\$30.00	\$180.00	6	\$180.00
<b>3</b>	<b>Sanitary Sewer Improvements</b>						
3.1	Sanitary Sewer Manhole Adjustment	EA	1	\$100.00	\$100.00	0	\$0.00
3.2	Remove Existing Sanitary Sewer Manhole	EA	1	\$1,250.00	\$1,250.00	1	\$1,250.00
3.3	Circular Sanitary Sewer Manhole, 48"	EA	1	\$6,000.00	\$6,000.00	1	\$6,000.00
3.4	Sanitary Sewer Main, 8"	LF	55	\$50.00	\$2,750.00	59	\$2,950.00
3.5	Sanitary Sewer Service Connection	EA	3	\$1,000.00	\$3,000.00	3	\$3,000.00
3.6	Sanitary Sewer Service Pipe, 6"	LF	84	\$32.50	\$2,730.00	99	\$3,217.50
3.7	Granular Backfill Material (assumed quantity)	TON	100	\$1.00	\$100.00	0	\$0.00
3.8	Sanitary Sewer System Testing	LS	1	XXXX	\$800.00	100.0%	\$800.00

<b>4</b>	<b>Storm Sewer Improvement</b>						
4.1	Connect to Existing Storm Sewer Structure	EA	1	\$2,000.00	\$2,000.00	1	\$2,000.00
4.2	Storm Sewer Structure Removal	EA	3	\$250.00	\$750.00	3	\$750.00
4.3	Stabilizing Material (assumed quantity)	TON	40	\$1.00	\$40.00	0	\$0.00
4.4	Storm Sewer Intake						
	4.4a - Single Grate Intake, SW-501	EA	2	\$3,000.00	\$6,000.00	1.8	\$5,400.00
	4.4b - Double Grate Intake, SW-505	EA	1	\$3,750.00	\$3,750.00	1	\$3,750.00
	4.4c - Open Throat Intake, SW-507	EA	2	\$3,000.00	\$6,000.00	1.6	\$4,800.00
	4.4d - Circular Single Grate Intake, SW-502	EA	1	\$3,100.00	\$3,100.00	1	\$3,100.00
	4.4e - Single Grate Intake with Manhole, SW-503	EA	1	\$3,600.00	\$3,600.00	1	\$3,600.00
4.5	Storm Sewer Pipe						
	4.5a - 15" RCP	LF	71	\$35.00	\$2,485.00	71	\$2,485.00
	4.5b - 18" RCP	LF	20	\$42.00	\$840.00	16	\$672.00
	4.5c - 21" RCP	LF	263	\$45.00	\$11,835.00	264	\$11,880.00
	4.5d - 24" RCP	LF	356	\$46.00	\$16,376.00	362	\$16,652.00
4.6	Circular Storm Sewer Manhole	EA	1	\$6,000.00	\$6,000.00	1	\$6,000.00
4.7	Storm Sewer Intake Adjustment	EA	2	\$1,000.00	\$2,000.00	2	\$2,000.00
4.8	Storm Sewer Manhole Casting Adjustment	EA	3	\$250.00	\$750.00	2	\$500.00
4.9	Granular Backfill Material (Assumed Quantity)	TON	100	\$1.00	\$100.00	0	\$0.00
4.10	Perforated Subdrain, 6"	LF	1,225	\$9.00	\$11,025.00	1,225	\$11,025.00
4.11	Subdrain Cleanout	EA	1	\$400.00	\$400.00	1	\$400.00
4.12	Subdrain Outlet	EA	7	\$150.00	\$1,050.00	7	\$1,050.00
4.13	Storm Sewer System Testing	LS	1	XXXX	\$800.00	100.0%	\$800.00
<b>5</b>	<b>Street &amp; Related Work</b>						
5.1	Pavement Removal/Disposal	SY	1,812	\$2.50	\$4,530.00	1,836	\$4,590.00
5.2	Curb Grinding	LF	42	\$75.00	\$3,150.00	48	\$3,600.00
5.3	Earthwork & Grading	LS	1	XXXX	\$100.00	100.0%	\$100.00
5.4	Subgrade Preparation	SY	1,347	\$0.50	\$673.50	1,419	\$709.50
5.5	Aggregate Base Course, 6" Thick	SY	1,337	\$4.50	\$6,016.50	1,419	\$6,385.50
5.6	Unstable Subgrade Preparation (Assumed Quantity)	CY	200	\$0.50	\$100.00	0	\$0.00
5.7	Full Depth Pavement Patch						\$0.00
	5.7a - 8" Thick	SY	1,187	\$44.00	\$52,228.00	1,259	\$55,396.00
	5.7b - 6" Thick	SY	69	\$36.75	\$2,535.75	69	\$2,535.75
5.8	RD Joint	LF	417	\$8.00	\$3,336.00	390	\$3,120.00
5.9	PCC Sidewalk						\$0.00
	5.9a - 4" Thick	SF	8,616	\$4.00	\$34,464.00	4,270	\$17,080.00
	5.9b - 6" Thick	SF	1,529	\$5.00	\$7,645.00	0	\$0.00
5.10	ADA Detectable Warning	SF	150	\$32.25	\$4,837.50	0	\$0.00
5.11	PCC Driveway						\$0.00
	5.11a - 6" Thick	SY	563	\$39.50	\$22,238.50	426	\$16,827.00
	5.11b - 7" Thick	SY	138	\$42.25	\$5,830.50	36	\$1,521.00
5.12	Earthwork and Pavement Testing	LS	1	XXXX	\$800.00	75.0%	\$600.00
	<b>TOTAL CONTRACT</b>			XXX	\$279,992.75		\$234,988.25

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$279,992.75	\$234,988.25
Approved Change Orders (list each)		\$0.00	\$0.00
TOTAL ALL CHANGE ORDERS		\$0.00	\$0.00
Revised Contract Price		\$279,992.75	\$234,988.25
Materials Stored			\$0.00
Value of Completed Work and Materials Stored			\$234,988.25
Less Liquidated Damages (15 days @ \$500 per calendar day)			(\$7,500.00)
Final Contract Amount (Revised Contract Price Less Damages & Assessments)			\$227,488.25
Less Retained Percentage (5%)			(\$11,374.41)
Net Amount Due This Estimate			\$216,113.84
Less Estimate(s) Previously Approved	No.1	\$40,032.24	
	No.2	\$0.00	
	No.3	\$0.00	
	No.4	\$0.00	
	No.5	\$0.00	
	No.6	\$0.00	
Less Total Pay Estimates Previously Approved			\$40,032.24
Percent Complete	83.9%	Amount Due This Estimate	\$176,081.60

The amount \$176,081.60 is recommended for approval for payment in accordance with the terms of the contract.

Quantities Complete Submitted By: Yohn Co.	Recommended By: Veenstra & Kimm, Inc.	Approved By: City of Clear Lake
Signature  Ryan McGreger	Signature  Jason Petersburg, P.E.	Signature Nelson Crabb / Scott Flory
Title Project Manager	Title Project Engineer	Mayor / City Administrator
Date 	Date 	Date

V&K



# VEENSTRA & KIMM, INC.

2800 Fourth Street SW, Suite 9 • Mason City, Iowa 50401-1596  
641-421-8008 • 641-380-0313(FAX) • 877-241-8008(WATS)

## PAY ESTIMATE NO. 5

Date: September 4, 2013

Project Title	Highway 18 Watermain Improvement Project Clear Lake, Iowa		Contractor	North Iowa Septic Solutions 2609 South Federal Avenue Mason City, IA 50401
Original Contract Amount & Date	\$278,410.71	February 18, 2013	Pay Period	August 1 - August 31, 2013

BID ITEMS							
Item No.	Specification Section / Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1	Mobilization	LS	1	XXXX	\$13,000.00	100.0%	\$13,000.00
2	Traffic Control	LS	1	XXXX	\$6,000.00	100.0%	\$6,000.00
3	Silt Fence	LF	40	\$10.00	\$400.00	53	\$530.00
4	Intake Filter	EA	12	\$200.00	\$2,400.00	7	\$1,400.00
5	Perimeter Sediment Control Device	LF	1,066	\$3.00	\$3,198.00	1,080	\$3,240.00
6	Pavement Removal	SY	809	\$10.00	\$8,090.00	931	\$9,310.00
7	Fire Hydrant Removal	EA	3	\$500.00	\$1,500.00	3	\$1,500.00
8	Valve Manhole Removal	EA	2	\$500.00	\$1,000.00	2	\$1,000.00
9	Water Main Pipe						
9.1	12" PVC	LF	2,391	\$32.75	\$78,305.25	2,391	\$78,305.25
9.2	12" DI with Nitrile Gaskets	LF	175	\$33.00	\$5,775.00	175	\$5,775.00
9.3	8" PVC	LF	30	\$30.00	\$900.00	16	\$480.00
9.4	6" PVC	LF	60	\$28.50	\$1,710.00	45	\$1,282.50
9.5	4" PVC (assumed quantity)	LF	20	\$28.50	\$570.00	0	\$0.00
10	Gate Valve & Valve Box						
10.1	12"	EA	5	\$1,600.00	\$8,000.00	5	\$8,000.00
10.2	8"	EA	1	\$1,100.00	\$1,100.00	1	\$1,100.00
10.3	6"	EA	5	\$1,100.00	\$5,500.00	5	\$5,500.00
11	Gate Valve Box	EA	2	\$110.00	\$220.00	3	\$330.00
12	Fire Hydrant Assemblies	EA	5	\$2,400.00	\$12,000.00	5	\$12,000.00
13	Water Main Fittings	LB	2,150	\$3.39	\$7,288.50	1,799	\$6,098.61
14	Corporation Stop						
14.1	3/4"	EA	11	\$500.00	\$5,500.00	11	\$5,500.00
14.2	1"	EA	1	\$500.00	\$500.00	0	\$0.00
14.3	1-1/2"	EA	1	\$500.00	\$500.00	2	\$1,000.00
14.4	2" (assumed quantity)	EA	1	\$500.00	\$500.00	0	\$0.00
15	Copper Water Service						
15.1	3/4"	LF	145	\$25.00	\$3,625.00	99	\$2,475.00
15.2	1"	LF	10	\$30.00	\$300.00	0	\$0.00
15.3	1-1/2"	LF	10	\$35.00	\$350.00	14	\$490.00
15.4	2" (assumed quantity)	LF	10	\$40.00	\$400.00	0	\$0.00
16	Curb Stop & Box						
16.1	3/4"	EA	11	\$400.00	\$4,400.00	4	\$1,600.00
16.2	1"	EA	1	\$500.00	\$500.00	0	\$0.00
16.3	1-1/2"	EA	1	\$500.00	\$500.00	0	\$0.00
16.4	2" (assumed quantity)	EA	1	\$400.00	\$400.00	0	\$0.00
17	Water Main Insulation	LF	35	\$20.00	\$700.00	0	\$0.00
18	Stabilizing Material (assumed quantity)	TON	50	\$10.00	\$500.00	45.00	\$450.00
19	Granular Backfill Material (assumed quantity)	TON	200	\$10.00	\$2,000.00	102.25	\$1,022.50
20	Water System Compaction Testing	LS	1	XXXX	\$5,000.00	100.0%	\$5,000.00

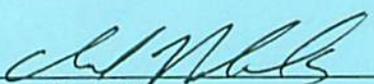
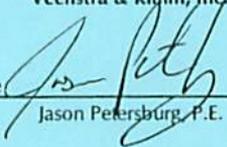
West Des Moines • Coralville • Omaha • Moline • Mason City • Sioux City • Liberty



MATERIALS STORED SUMMARY					
Item No.	Description	Number of Units Stored	Number of Units Installed	Unit Price	Extended Cost
Pay Estimate No. 1					
9.1	12" PVC Water Main	2400	2,400	\$14.75	\$0.00
9.2	12" DI Water Main	180	180	\$31.50	\$0.00
10.1	12" Gate Valve	5	5	\$1,250.00	\$0.00
10.2	8" Gate Valve	1	1	\$765.00	\$0.00
10.3	6" Gate Valve	5	5	\$460.00	\$0.00
10 & 11	Gate Valve Box	13	13	\$96.00	\$0.00
12	Fire Hydrant Assemblies	5	5	\$1,800.00	\$0.00
Pay Estimate No. 3					
23.1	Storm Sewer Pipe, 15" RCP	144	144	\$15.90	\$0.00
23.2	Storm Sewer Pipe, 18" RCP	160	160	\$19.10	\$0.00
23.3	Storm Sewer Pipe, 21" RCP	56	56	\$22.90	\$0.00
23.4	Storm Sewer Pipe, 24" RCP	16	16	\$28.40	\$0.00
27	Circular Area Intake, 30" Diameter	2	2	\$464.00	\$0.00
26.1	Flared End Section, 15" RCP	1	1	\$387.00	\$0.00
26.2	Flared End Section, 18" RCP	1	1	\$434.00	\$0.00
26.3	Flared End Section, 21" RCP	1	1	\$480.00	\$0.00
TOTAL MATERIALS STORED					\$0.00

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$278,410.71	\$255,035.62
Approved Change Orders (list each)	Change Order 1	(\$240.00)	(\$240.00)
	Change Order 2	\$725.00	\$725.00
	Change Order 3	\$400.00	\$400.00
<b>TOTAL ALL CHANGE ORDERS</b>		<b>\$885.00</b>	<b>\$885.00</b>
Revised Contract Price		\$279,295.71	\$255,920.62
Materials Stored			\$0.00
Value of Completed Work and Materials Stored			\$255,920.62
Less Liquidated Damages			\$0.00
<b>Final Contract Amount (Revised Contract Price Less Damages &amp; Assessments)</b>			<b>\$255,920.62</b>
Less Retained Percentage (5%)			\$12,796.03
<b>Net Amount Due This Estimate</b>			<b>\$243,124.59</b>
Less Estimate(s) Previously Approved	No.1	\$64,343.50	
	No.2	\$8,009.86	
	No.3	\$45,288.52	
	No.4	\$81,968.00	
	No.5	\$0.00	
	No.6	\$0.00	
Less Total Pay Estimates Previously Approved			\$199,609.88
Percent Complete	91.6%	Amount Due This Estimate	\$43,514.71

The amount \$43,514.71 is recommended for approval for payment in accordance with the terms of the contract.

Quantities Complete Submitted By: North Iowa Septic Solutions	Recommended By: Veenstra & Kimm, Inc/	Approved By: City of Clear Lake
Signature 	Signature 	Signature
Chad Nichols	Jason Petersburg, P.E.	Nelson Crabb / Scott Flory
Title Project Manager	Title Project Engineer	Mayor / City Administrator
Date 9/6/13	Date 9/6/13	Date

I O W A



**GREAT  
PLACES**

**IOWA GREAT PLACES PROGRAM  
REQUEST FOR LETTERS OF INTENT**

**For projects starting in  
FY2014 (July 1, 2013 - June 30, 2014)**

**Publication Date: August 28, 2013  
Submission Deadline: October 1, 2013**

**IOWA ARTS COUNCIL**  
IOWA DEPARTMENT OF CULTURAL AFFAIRS

Iowa Great Places is administered by the Iowa Arts Council,  
a division of the Iowa Department of Cultural Affairs.

## IOWA DEPARTMENT OF CULTURAL AFFAIRS

### IOWA GREAT PLACES PROGRAM REQUEST FOR LETTERS OF INTENT

The Iowa Department of Cultural Affairs and Iowa Great Places Citizens' Advisory Board are pleased to announce this Request for Letters of Intent from applicants seeking designation as a new Iowa Great Place and funding for eligible infrastructure projects. We invite Letters of Intent that share the program vision, goals, and objectives:

**The vision of Iowa Great Places is to have a transformative impact on community vitality and quality of life for Iowans.**

The program's **goals** are to align State and local resources toward cultivating the unique and authentic qualities of Iowa neighborhoods, districts, communities and regions in order to make them great places to live and work.

The **objectives** of the program are to support projects that are integrated with a shared vision and set of strategies, involve significant partnerships and collaboration, and focus on the development of local and regional assets in the following areas:

- Arts and Culture
- Built Environment
- Business Development
- Diversity
- Entrepreneurial Incentives
- Historic Fabric (Historic Properties)
- Housing Options
- Natural Environment
- Retail Amenities

### APPLICATION PROCESS SUMMARY & DESIGNATION

By submitting a Letter of Intent, a lead applicant (defined on page 3) acknowledges that it is seeking designation as an Iowa Great Place on behalf of an Iowa neighborhood, district, community or region as well as grant funding to support related eligible projects (defined on page 3).

Based on their Letter of Intent, eligible lead applicants will be invited to submit a full proposal for consideration by the Iowa Department of Cultural Affairs and Iowa Great Places Citizens' Advisory Board. Lead applicants invited to submit a full proposal that is awarded funding will earn designation as an Iowa Great Place on behalf of their neighborhood, district, community or region. Designation as an Iowa Great Place remains in effect beyond the funding period.

Please note: Submission of a Letter of Intent to apply does not guarantee designation as an Iowa Great Place, a minimum funding level or funding awarded beyond the FY2014 round.

### TIMELINE

**Deadline to Submit Online Letter of Intent**

October 1, 2013, 4:30 PM

**Notification of Invitation to Submit Full Proposal\***

October 15, 2013

**Deadline to Submit Full Proposal**

January 15, 2014, 4:30 PM (This is not a postmark deadline.)

**Notification of Funding Award**

April 30, 2014

\*An invitation to submit a full proposal is neither a guarantee of funding nor an endorsement of the applicant or project(s) by Iowa Great Places, the Iowa Department of Cultural Affairs or the State of Iowa.

## **ELIGIBLE APPLICANTS**

Letters of Intent will be accepted from lead applicants representing a single entity, collaboration between two or more entities or a consortium of project partners. Lead applicants will serve as the designated grantee should the project(s) be awarded funding and will be subject to grant reporting requirements. Lead applicants must meet one of the basic eligibility requirements listed below.

Lead applicant partners and collaborating entities are not subject to eligibility requirements; however, they may be subject to a review of financial and programmatic performance during the selection process.

### **Eligible Lead Applicants**

- Nonprofit organizations incorporated in Iowa that have federal tax-exempt status
- Local and county government
- Tribal government in Iowa
- Municipal agencies with 28E agreements
- Previously unfunded Iowa Great Places applicants

### **Ineligible Lead Applicants**

- State and federal government agencies
- Commercial and for-profit entities
- Lead applicants previously designated as an Iowa Great Place
- Department of Cultural Affairs grantees who have an outstanding Final Report

## **ELIGIBLE PROJECTS**

The proposed project(s) must primarily involve the creation or renovation of vertical infrastructure. Vertical infrastructure projects deemed beneficial to the public and expected to last and be maintained for a minimum of twenty years will be given consideration.

### **Types of Eligible Project Activities**

- Land acquisition
- Construction
- Major renovation and repair of buildings or appurtenant structures
- Site development
- Park, trail, or permanent design exhibits

### **Types of Ineligible Project Activities**

- Routine, reoccurring maintenance
- Operational expenses
- Ongoing utilities
- Lease of a building or appurtenant structures without a lease-purchase agreement
- Stand-alone planning and design phase of projects

Examples of eligible projects include cultural facilities and amenities, outdoor sculpture and public art, building rehabilitation, way-finding signage, mixed-use developments, streetscape enhancements, and development of trails and parks.

## **FUNDING**

### **Request Amount**

The Iowa Legislature has authorized \$1 million dollars for Iowa Great Places to be awarded during the FY2014 grant round. Iowa Great Places does not specify a request amount range for projects; grant awards will be made on a case-by-case basis. From FY2006-FY2013, Iowa Great Places made grant awards for individual projects ranging from \$3,000 to \$571,000. The average grant award for a project was \$154,000 and the median grant was \$90,000.

### **Match Requirement**

Up to one-half (50%) of the total project cost may be requested from Iowa Great Places. This means that for every \$1 of grant funding requested, \$0.50 of applicant match is required. Of the applicant match amount, at least 75% must be cash; up to 25% may be obtained from in-kind sources.

While the minimum match requirement is 50%, competitive proposals will demonstrate a greater match, indicating broad-based community support for their project(s). The match requirement may be raised through a combination of public and private sources. Competitive proposals will demonstrate that public funding sources have been adequately leveraged to obtain private dollars.

### **Funding Period**

Upon receiving the Iowa Great Places designation and entering into an agreement with the State of Iowa, lead applicants may receive grant funds on a reimbursement basis (after expenses have been incurred) for project activities submitted and approved in the final agreement. All project activities and incurred expenses must occur within three (3) consecutive years from the time that the Iowa Great Places designation is announced to be eligible for reimbursement.

## **REVIEW PROCESS**

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Submitted Letters of Intent are reviewed by staff for completion, eligibility and adherence to published guidelines. Letters of Intent determined by staff to be eligible will be invited to submit a full proposal. Full proposals will be reviewed by staff for completion, eligibility and adherence to published guidelines. Eligible proposals will be referred to a competitive review by the Iowa Great Places Citizens' Advisory Board. The Board's funding recommendations are submitted to the Director of the Department of Cultural Affairs for consideration and funding approval. All funding decisions are final.

## **REVIEW CRITERIA**

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Iowa Great Places favors proposals that exemplify bold thought and innovation; encourage creativity and entrepreneurship; foster a sense of place and identity; and demonstrate a commitment to enhancing community vitality and quality of life.

Successful applicants will also demonstrate evidence of:

- A guiding vision plan and interrelated set of strategies supported by multiple partners
- Broad based financial support for the project(s) and a strong record of financial performance
- Organizational capacity and a strong record of programmatic performance and service to constituents
- Prioritization of project(s) that can be realistically completed within funding period

A scoring rubric with corresponding review criteria will be made available to applicants invited to submit a full proposal.

## **LETTER OF INTENT SUBMISSION REQUIREMENTS**

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Lead applicants may submit one Letter of Intent. Letters of Intent must be submitted by **4:30 PM, Friday, October 1, 2013** using this form: <https://iowagreatplaces.wufoo.com/forms/iowa-great-places-letter-of-intent-form>.

Please use the following checklist to prepare all responses before completing the Letter of Intent online. Data entered into the online form cannot be saved for editing later. Preparation of information in advance is encouraged. Late, incomplete or ineligible Letters of Intent will not be accepted.

### **Letter of Intent Checklist**

Applicants must include the following in the online Letter of Intent:

- Lead Applicant Organization Name and Address
- Lead Applicant Contact Name, Phone and Email
- Community Profile Questions
- Community Vision Planning Document (Word or PDF upload or narrative)
- Brief description of how the vision aligns with the Iowa Great Places review criteria
- Description of partners including their role in the project(s)
- Summary of Major Project Activities
- Major Project Activities Start and End Date
- Total Project Budget that demonstrates minimum required match
- Grant Request Amount

## **QUESTIONS**

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Please direct all inquiries to Iowa Great Places Program Coordinator:

David Schmitz  
Iowa Arts Council / Iowa Department of Cultural Affairs  
[david.schmitz2@iowa.gov](mailto:david.schmitz2@iowa.gov)  
515-242-6195

RESOLUTION No. \_\_\_\_\_

A RESOLUTION APPROVING THE FY 2013 CITY STREET FINANCIAL REPORT

WHEREAS, the City Finance Officer has completed and submitted the FY 2013 road use report for the Clear Lake City Council's review; and

WHEREAS, upon approval of the council, this report will be submitted to the Iowa Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Clear Lake, Iowa that the Finance Officer is hereby authorized to submit the FY 2013 road use report.

ADOPTED this 16<sup>th</sup> day of September, 2013.

\_\_\_\_\_  
Nelson P. Crabb, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Larsen, City Clerk

September 4, 2013

To: Scott Flory, City Administrator

From: Linda Nelson, Finance Officer

Re: FY 2013 Street Finance Report

Attached is the Street Finance Report the City must complete each year and submit to the Iowa Department of Transportation by September 30. Please place the report on the September 16, 2013 council agenda for approval.

The Project Final Costs Sheet page includes the following projects completed during the fiscal year: CDBG Contract #2, North Shore Drive Streetscape Project and the 1<sup>st</sup> Ave S Alley project. Several of these projects were included because construction was completed at June 30, even though the project was not accepted. The North 40<sup>th</sup> Street Bridge project was not included because it is considered maintenance.

Per the report the Road Use Tax Fund had an ending balance of \$1,364,032. The projected ending cash balance after the last amendment was \$1,082,489. The difference is due to 4 major factors:

- 1) The Road Use Tax fund is reported on the cash basis, which means any checks the City wrote after June 30<sup>th</sup> for invoice related to fy 13 expenditures are not included. Also, the Road Use Tax Allocation received in July is not included. The payables are \$37,420 and receivables \$63,690.
- 2) Road Used Tax Allocation received over budget \$29,000.
- 3) Cash Transfers to Capital Projects and Storm Sewer for the N Shore STP and the S 20<sup>th</sup> Street Projects were under budget due the timing of the projects \$185,000.
- 4) Actual expenditures less than budgeted: Snow Removal \$28,000; St Lighting Utilities \$9,800; Street Maintenance under budget by \$53,000.

The ending cash balance of the Road Use Tax Fund includes \$300,000 in a capital reserve fund.

If you have any questions, please let me know.



## City Street Financial Report

City Name	City Number	City Population	Fiscal Year
CLEAR LAKE	1372	7,777	2013

### Cover Sheet

Now therefore let it be resolved that the city council of CLEAR LAKE, Iowa  
(city name)

on 09/16/2013 did hereby approve and adopt the annual  
(month/day/year)

City Street Financial Report from July 1, 2012 to June 30, 2013.  
(year) (year)

#### Contact Information

Name	E-mail Address	Street Address	City	ZIP Code
Linda Nelson	<a href="mailto:linda@cityofclearlake.com">linda@cityofclearlake.com</a>	PO Box 185	Clear Lake	50428-0000
Hours	Phone	Extension	Alternate Phone	
8 a.m. to 5 p.m.	(641) 357-5267		(641) 357-5267	

#### Preparer Information

Name	E-mail Address	Phone	Extension
Linda Nelson	<a href="mailto:linda@cityofclearlake.com">linda@cityofclearlake.com</a>	(641) 357-5267	

#### Mayor Information

Name	E-mail Address	Street Address	City	ZIP Code
Nelson Crabb	<a href="mailto:clmayor@netins.net">clmayor@netins.net</a>	PO Box 185	Clear Lake	50428-0000
Phone	Extension			
(641) 357-5267				

Resolution Number \_\_\_\_\_

\_\_\_\_\_  
Nelson Crabb  
Signature Mayor

\_\_\_\_\_  
Jennifer Larsen  
Signature City Clerk



### City Street Financial Report

City Name	CLEAR LAKE
City Number	1372
City Population	7,777
Fiscal Year	2013

### Summary Statement Sheet

Column 1 Column 2 Column 3 Column 4  
 Tax Fund Other Street Street Debt Totals  
 Monies

Column 1 Column 2 Column 3 Column 4  
 Road Use Other Street Street Debt Totals  
 Monies

Round Figures to Nearest Dollar

Round Figures to Nearest Dollar

A. BEGINNING BALANCE			
1. July 1 Balance	865,072	0	865,072
2. Adjustments (Note on Explanation Sheet)			
3. Adjusted Balance	865,072	0	865,072
B. REVENUES			
1. Road Use Tax	744,771		744,771
2. Transfer of Jurisdictions Fund			
3. Property Taxes	653,639	158,490	812,129
4. Special Assessments	80,704	35,000	115,704
5. Miscellaneous	1,267,893	325,935	1,593,828
6. Proceeds from Bonds, Notes, and Loans		869,400	869,400
7. Interest Earned	4,277		4,277
8. Total Revenues (Lines B1 thru B7)	744,771	2,006,513	1,388,825
9. Total Funds Available (Line A3 + Line B8)	1,609,843	2,006,513	1,388,825

EXPENSES			
D. Maintenance			
1. Roadway Maintenance	150,737	614,818	765,555
2. Snow and Ice Removal	25,074	45,816	70,890
E. Construction, Reconstruction and Improvements			
1. Engineering	70,000	278,253	348,253
2. Right of Way Purchased			
3. Street/Bridge Construction	948,111		948,111
4. Traffic Services			
F. Administration			
	103,953		103,953
G. Equipment (Purchased or Leased)			
	15,562		15,562
H. Miscellaneous			
J. Street Debt			
1. Bonds, Notes, and Loans - Principal Paid		1,338,398	1,338,398
2. Bonds, Notes and Loans - Interest Paid		50,427	50,427
TOTALS			
K. Total Expenses (Lines D thru J)	245,811	2,006,513	1,388,825
L. Ending Balance (Line C-K)	1,364,032	0	1,364,032
M. Total Funds Accounted For (K + L = C)	1,609,843	2,006,513	1,388,825
			5,005,181



### City Street Financial Report

City Name	City Number	City Population	Fiscal Year
CLEAR LAKE	1372	7,777	2013

#### Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B5 on the Summary Statement Sheet) (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
144 FHWA Participation (Fed. Hwy. Admin.)	113,558	
141 Community Development Block Grant	526,110	
112 Utility Revenue	117,232	
195 Tax Increment Financing (TIF)	234,500	325,935
192 Donations	8,000	
172 Labor & Services	8,993	
181 Junk and Old	9,500	
174 Sales Tax / Local Option	250,000	
Line B5 Totals	1,267,893	325,935

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line H Totals		



# City Street Financial Report

City Name <b>CLEAR LAKE</b>	City Number <b>1372</b>	Fiscal Year <b>2013</b>
City Population <b>7,777</b>		

## Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1 or after	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>	General Obligation	Street Improvements	103	06/15/2007	1,100,000	77%	2017	600,000	600,000	24,035	462,000	18,506	0
<input type="checkbox"/>	General Obligation	Street Improvements	104	05/27/2010	1,160,000	69%	2015	420,000	290,000	8,720	200,099	6,016	130,000
<input type="checkbox"/>	General Obligation	Paving & Construction	302	06/15/2006	1,200,000	100%	2016	535,000	535,000	21,953	535,000	21,953	0
<input type="checkbox"/>	General Obligation	Sidewalk	801	09/12/2006	900,000	22%	2016	360,000	360,000	12,131	79,200	2,668	0
<input type="checkbox"/>	General Obligation	Street Improvements		03/07/2013	1,260,000	69%	2017	1,260,000	90,000	1,861	62,099	1,284	1,170,000
<input checked="" type="checkbox"/>	General Obligation	Street Improvements		<b>New Bond Totals</b>	<b>1,260,000</b>	<b>869,400</b>	<b>Totals</b>	<b>3,175,000</b>	<b>1,875,000</b>	<b>68,700</b>	<b>1,338,398</b>	<b>50,427</b>	<b>1,300,000</b>



Iowa Department of Transportation

Form 517007 (5-2012)  
Office of Local Systems  
Ames, IA 50010

City Street Financial Report

City Name	City Number	City Population	Fiscal Year
CLEAR LAKE	1372	7,777	2013

Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

Check here if there are no entries for this year

Section A

Line No.	1. Project Number	2. Estimated Cost	3. Project Type	4. Public Letting?	5. Location/Project Description (limits, length, size of structure)
1	CDBG Contract #2	1,750,661	Roadway Construction	Yes	St reconstruction N Shore 7th Ave N to Buddy Holly to 8th Ave N to 5th Pl N to 10th St
2	N Shore Dr Streetsc	202,628	Roadside Construction	Yes	Surf District sidewalk, storm sewer, street light improvements
3	1st Ave S Alley Imp	56,285	Miscellaneous	Yes	Alley improvements between 1st Ave S & S 3rd St

Section B

Line No.	1. Project Number	6. Contractor Name	Contract Work			City Labor			13. Total
			7. Contract Price	8. Additions/Deductions	9. Labor	10. Equipment	11. Materials	12. Overhead	
1	CDBG Contract #2	Wicks Construction, Inc	1,301,671	-35,695					1,265,976
2	N Shore Dr Streetsc	Vieth Construction Corporation	243,773	-31,816					211,957
3	1st Ave S Alley Imp	Yohn Excavating	59,750	-14,210					45,540



## City Street Financial Report

City Name	City Number	City Population	Fiscal Year
CLEAR LAKE	1372	7,777	2013

### Road/Street Equipment Inventory Sheet

Check here if there are no reportable equipment

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used on Project this FY?	8. Status
PW04	2008	Cat 120M Grader	147,812					No	No Change
MO03	2006	Xmark Lazer X Mower 60"	7,996					No	Traded
MO02	2006	Xmark Lazer XS Mower 72"	9,520					No	Traded
PW07	2000	Chev 3/4 ton Quad cab	9,000					No	No Change
PW26	2006	JD 5525 Tractor w/ 17' Flail Mower	64,176					No	No Change
PW13	2006	Camel 200 Sewer Machine	220,000					No	No Change
PW 14	2006	Chevy K3500	23,188					No	No Change
PW 32	2000	International 4900 6x4 Dump truck	35,000					No	No Change
PW 19	2005	Johnston VT650 Vacuum Sweeper	160,667					No	No Change
PW 01	2006	Chevy K1500	20,849					No	No Change
PW 05	1999	Case Super L Model 580 Backhoe	67,385					No	No Change
PW 09	1991	Ford One Ton Truck	25,041					No	No Change
PW 12	1993	International 4900 Truck	47,000					No	No Change
PW 15	1994	International 4900 4x2 Truck	38,779					No	No Change
PW 16	2001	International 4700 Truck	43,555					No	No Change
PW 17	1987	Ford F800 Truck	41,073					No	No Change
PW 22	1997	Dodge Ram 1 Ton Bucket Truck (White)	30,000					No	No Change
PW 25	1990	Sullair 185 CFM Air Compressor	10,370					No	No Change
PW 30	1996	International (red) Truck	44,000					No	No Change
PW 33	2001	International 4900 Truck	75,807					No	No Change
PW 36	2001	Case 75XL Skid Loader	23,047					No	No Change
PW 37	2003	Ford F350 Truck	27,756					No	No Change
TR 06	1998	Jensen J22 Car Van Job Trailer	8,500					No	No Change



Iowa Department of Transportation

Form 517007 (5-2012)  
Office of Local Systems  
Ames, IA 50010

City Street Financial Report

City Name	City Number	City Population	Fiscal Year
CLEAR LAKE	1372	7,777	2013

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used on Project this FY?	8. Status
PW 44	1990	Miller 200 Roller	10,425					No	No Change
PW 38	2004	Case 721D Wheel Loader & Equipment	137,874					No	No Change
PW 18	2009	Case 621E Wheel Loader & Equipment	134,436					No	No Change
PW 21	2009	Case 580 Loader Backhoe	76,647					No	No Change
PW 45	2009	Cat 938 Loader	172,122					No	No Change
PW 20	2009	Ford F450	50,922					No	No Change
PW 04	2011	Exmark Mower	10,159					No	No Change
PW 25	2012	Elgin Pelican Street Sweeper	170,452					No	No Change
PW 24	2012	Ford F250 XL	24,897					No	No Change



### City Street Financial Report

*Last year Report*

City Name	City Number	City Population	Fiscal Year
CLEAR LAKE	1372	7,777	2012

### Summary Statement Sheet

Column 1    Column 2    Column 3    Column 4  
 Road Use    Other Street    Street Debt    Totals  
 Tax Fund    Monies

Column 1    Column 2    Column 3    Column 4  
 Road Use    Other Street    Street Debt    Totals  
 Tax Fund    Monies

Round Figures to Nearest Dollar

Round Figures to Nearest Dollar

A. BEGINNING BALANCE				
1. July 1 Balance	1,246,026	0	0	1,246,026
2. Adjustments (Note on Explanation Sheet)				
3. Adjusted Balance	1,246,026	0	0	1,246,026
B. REVENUES				
1. Road Use Tax	737,657			737,657
2. Transfer of Jurisdictions Fund				
3. Property Taxes		624,049	174,601	798,650
4. Special Assessments		16,079	45,000	61,079
5. Miscellaneous		1,786,051	319,010	2,105,061
6. Proceeds from Bonds, Notes, and Loans				0
7. Interest Earned		5,374		5,374
<b>8. Total Revenues (Lines B1 thru B7)</b>	<b>737,657</b>	<b>2,431,553</b>	<b>538,611</b>	<b>3,707,821</b>
<b>C. Total Funds Available (Line A3 + Line B8)</b>	<b>1,983,683</b>	<b>2,431,553</b>	<b>538,611</b>	<b>4,953,847</b>

EXPENSES				
D. Maintenance				
1. Roadway Maintenance	509,150	598,238		1,107,388
2. Snow and Ice Removal	20,489	23,531		44,020
E. Construction, Reconstruction and Improvements				
1. Engineering	21,534	181,654		203,188
2. Right of Way Purchased				
3. Street/Bridge Construction	363,526	1,486,788		1,850,314
4. Traffic Services	15,103			15,103
F. Administration				
		99,981		99,981
G. Equipment (Purchased or Leased)				
	188,809	41,361		230,170
H. Miscellaneous				
J. Street Debt				
1. Bonds, Notes, and Loans - Principal Paid			475,949	475,949
2. Bonds, Notes and Loans - Interest Paid			62,662	62,662

TOTALS				
<b>K. Total Expenses (Lines D thru J)</b>	<b>1,118,611</b>	<b>2,431,553</b>	<b>538,611</b>	<b>4,088,775</b>
<b>L. Ending Balance (Line C-K)</b>	<b>865,072</b>	<b>0</b>	<b>0</b>	<b>865,072</b>
<b>M. Total Funds Accounted For (K + L = C)</b>	<b>1,983,683</b>	<b>2,431,553</b>	<b>538,611</b>	<b>4,953,847</b>

September 12, 2013

Mr. Scott Flory, City Administrator  
City of Clear Lake  
115 North 6<sup>th</sup> Street  
Clear Lake, Iowa 50428

**RE: Agreement for Professional Services  
2014 Street Resurfacing Project  
Clear Lake, Iowa**

Dear Mr. Flory:

Yaggy Colby Associates appreciates the opportunity to provide professional engineering services associated with the above referenced project. This agreement will present a project understanding, defined scope of services and associated fee and project schedule for your review and consideration.

### PROJECT UNDERSTANDING

It is understood that the City wishes to proceed with a street resurfacing project. The project is anticipated to consist of improvements to four (4) street segments as identified by the City. Proposed improvements include but are not limited to HMA resurfacing, full depth repair patches, PCC curb and gutter repairs, pedestrian curb ramp and sidewalk repairs, pavement scarification and limited storm sewer work. The City has budgeted \$250,000 for the project.

The proposed paving improvement by street segment are as follows:

1. 2<sup>nd</sup> Avenue North from North 3<sup>rd</sup> Street to North 6<sup>th</sup> Street.
2. 3<sup>rd</sup> Avenue North from North Lakeview Drive to North 3<sup>rd</sup> Street.
3. 14<sup>th</sup> Avenue South from South 8<sup>th</sup> Street to South Shore Drive.
4. 15<sup>th</sup> Avenue South from South 8<sup>th</sup> Street to South Shore Drive.

A project map is included in this proposal as Figure 1.

### SCOPE OF SERVICES

Yaggy Colby Associates proposes to furnish the following scope of services:

#### Design and Bidding Phase

- Develop base mapping from available as-built plans and city data
- Conduct field review of street and pedestrian ramp areas
- Conduct limited topographic survey
- Conduct evaluation of improvement options for selected street segments
- Prepare preliminary improvement plan and estimate of costs
- Review preliminary information with City staff
- Prepare final plans, specifications and Opinion of Probable Cost
- Review final project documents with City staff
- Prepare and distribute Notice to Contractors



**YAGGY  
COLBY**

ASSOCIATES

ENGINEERS

LANDSCAPE  
ARCHITECTS

SURVEYORS

PLANNERS

### Mason City

215 North Adams  
Mason City, IA 50401  
641.424.6344  
641.424.0351 Fax



Rochester

Minneapolis

Milwaukee

Mr. Scott Flory, City Administrator  
City of Clear Lake  
September 12, 2013  
Page 2

- Distribute bid packages to prospective Contractors
- Respond to Contractor's questions
- Facilitate bid opening
- Provide City with tabulation of bids and provide recommendations
- Prepare and distribute construction contract

**PROJECT FEE**

Yaggy Colby Associates proposes to provide services reflected in the Scope of Services for lump sum fee of 15,800 for the design and bidding phase.

**PROJECT SCHEDULE**

The firm is prepared to immediately assist the City with this project. It is understood that the City desires an early 2014 bid letting with construction to follow in the spring. A proposed project schedule is attached and made a part of this proposal.

**ADDITIONAL SERVICES**

Yaggy Colby Associates can provide additional services upon the request and authorization by the City. It is understood that a supplemental agreement for construction administration and observation services will be developed and submitted for approval upon completion of the bidding process.

The firm's standard terms and conditions are enclosed and apply to the work outlined in this proposal. Returning the enclosed copy of this letter with an authorized signature will be adequate authorization for the firm to proceed with the work.

If you have any questions, please do not hesitate to call.

Sincerely,  
**YAGGY COLBY ASSOCIATES**



Michael L. Danburg, PE  
Project Manager

MD/jmm/clearlake/2014streetresurfacing.doc/enclosures

**AUTHORIZATION**

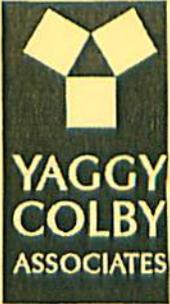
I hereby authorize Yaggy Colby Associates to proceed with the work described herein.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

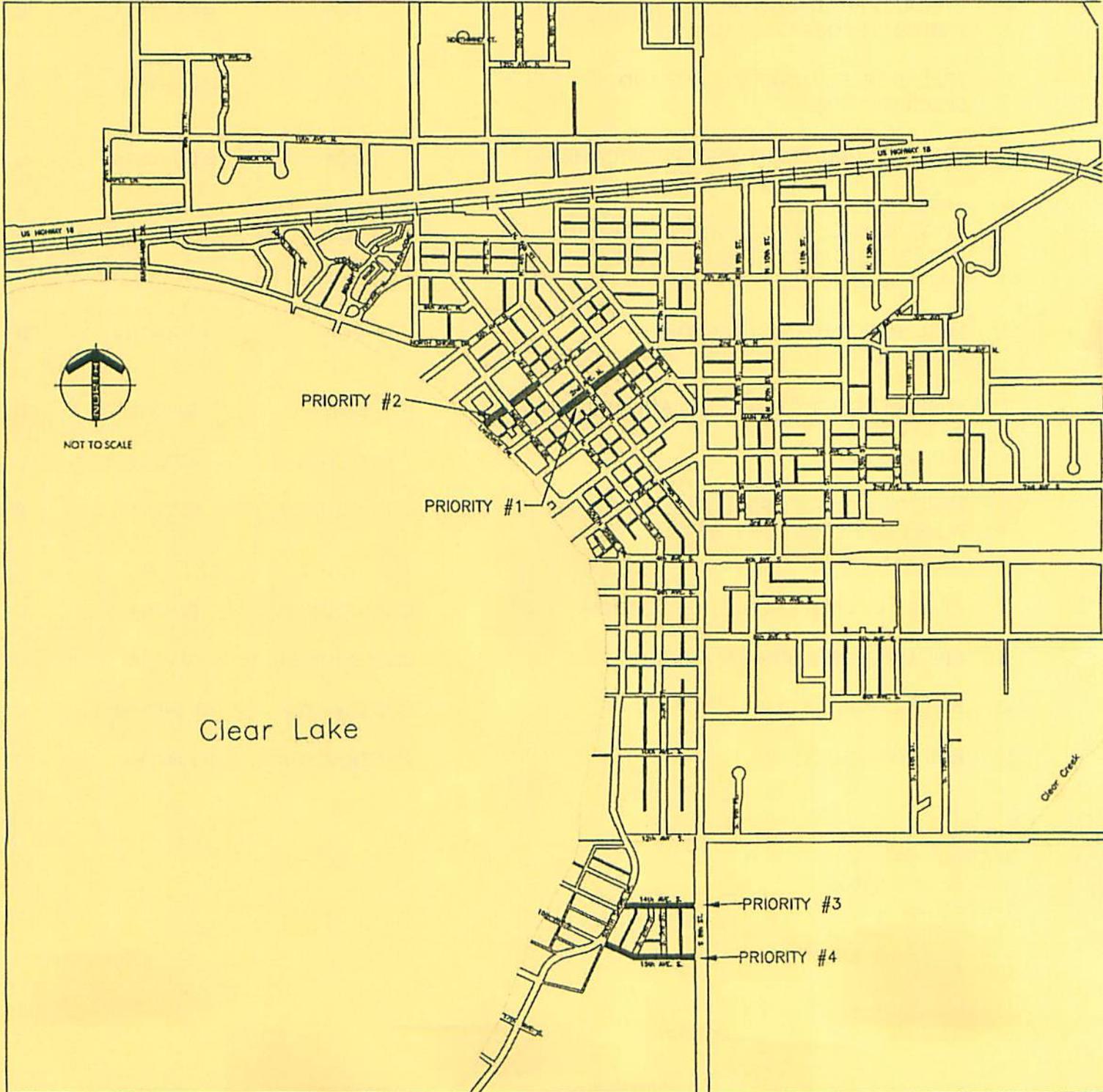
# 2014 STREET RESURFACING PROJECT CLEAR LAKE, IOWA

## PROJECT MAP



ENGINEERS  
SURVEYORS • PLANNERS  
LANDSCAPE ARCHITECTS  
315 NORTH ADAM  
MASON CITY, IOWA 5040  
641-424-834  
FAX 641-424-015  
EMAIL: INFO@YAGGY.COM

- PRIORITY 1 - 2ND AVE N (N 3RD ST TO N 6TH ST) 
- PRIORITY 2 - 3RD AVE N (N LAKEVIEW DR TO N 3RD ST) 
- PRIORITY 3 - 14TH AVE S (S 8TH ST TO SOUTH SHORE DR) 
- PRIORITY 4 - 15TH AVE S (S 8TH ST TO SOUTH SHORE DR) 



2014 STREET RESURFACING PROJECT  
CLEAR LAKE, IOWA

PROPOSED PROJECT TIME SCHEDULE

09/12/13

ITEM NO.	DESCRIPTION	BY	SCHEDULED DATE	PHASE
1	AUTHORIZATION TO PROCEED	CITY COUNCIL	09/16/13	D
2	CONDUCT FIELD REVIEW AND LIMITED TOPOGRAPHIC SURVEY	YCA	BY 10/11/13	D
3	PREPARE PRELIMINARY PLANS AND SPECIFICATIONS	YCA	BY 11/15/13	D
4	PREPARE FINAL PLANS AND SPECIFICATIONS	YCA	BY 01/08/14	D
5	REVIEW OF PROJECT ADOPT RESOLUTION SETTING BID OPENING, HEARING DATES & ORDERING CLERK TO PUBLISH NOTICE	CITY COUNCIL/ YCA	01/20/14	B
6	MAIL NOTICE TO CONTRACTORS & PLAN ROOMS	YCA	BY 01/22/14	B
7	PUBLISH NOTICE OF HEARING AND LETTING	CITY	02/05/14	B
8	BID OPENING	CITY/YCA	02/12/14	B
9	PUBLIC HEARING: RESOLUTION ADOPTING PLANS, SPECIFICATIONS, & FORM OF CONTRACT	CITY COUNCIL	02/17/14	B
10	AWARD OF CONTRACT BY RESOLUTION	CITY COUNCIL	02/17/14	B
11	APPROVAL OF CONTRACT & BOND	CITY COUNCIL	03/03/14	C
12	BEGIN CONSTRUCTION	CONTRACTOR	BY 04/25/14	C
13	END CONSTRUCTION	CONTRACTOR	BY 06/13/14	C

LEGEND OF PHASES

- B = BIDDING
- C = CONSTRUCTION
- D = DESIGN

**Request for Professional Services Proposal**  
**City of Clear Lake "Sidewalk Strategic Plan"**  
**September 16, 2013**

The City of Clear Lake wishes to request proposals to provide professional planning services from consultants to develop a method of comparatively prioritizing sidewalk projects through the adoption of a "strategic plan". The Plan will become part of the larger overall capital improvement planning process and will improve the effectiveness of capital expenditures.

The Sidewalk Plan will be used by the City to assess sidewalk needs and prioritize sidewalk projects. Recognizing that there are limited resources to address sidewalk deficiencies, the Sidewalk Strategic Plan will use a matrix to rank sidewalk and ramp needs. The matrix indices should emphasize sidewalk deficiencies and pedestrian potential. Sidewalk expenditures will then provide maximum benefit.

Proposals will be accepted by Thursday, October 3, 2013. Proposals received after that date and time will not be considered. The Proposals will be reviewed by an evaluation team comprised of City officials and key stakeholders. Firms selected as finalists may expect to be interviewed during business hours the week of October 7<sup>th</sup>, 2013.

All proposals will be scored and ranked with the highest rated firm being requested to negotiate a contract for said planning project. Five (5) copies of the proposal shall be provided.

**PURPOSE:**

The purpose of the Sidewalk Strategic Plan is to create a process for and to prioritize sidewalk projects within the City, including:

- defining acceptable sidewalk conditions;
- replacing of deficient sidewalk sections;
- installing new sections of sidewalk; and
- constructing sidewalk ramps (for accessibility) on existing sidewalks

**GOALS & OBJECTIVES:**

The goal of the Sidewalk Strategic Plan is to ensure maximum value for pedestrian facility investments made by the City over the short and long term. The benefits to the community will be efficient and accessible pedestrian linkages throughout the community, enabling safe and healthy walking and reduced infrastructure costs through coordination with adjacent ROW improvements.

There will be four main project outcomes:

1. A report outlining the process, rationale for the matrix, key observations and statistics related to pedestrian facilities.

2. A matrix that can be used and updated for on-going assessments of sidewalk project priorities.
3. A map showing where there are missing or deficient sidewalks.
4. A master list of sidewalk projects organized into a five-year plan and annual work plan based on certain funding parameters to be defined by the City Council.

#### PROCESS:

1. Examining current data to ensure it accurately reflects locations of existing sidewalks, lack of sidewalks, and ramps.
2. Creating sidewalk GIS mapping network and database.
3. Complete inventory of system to identify deficiencies and ensure compliance with ADA.
4. Development of priority pedestrian routes based on origin/destination information, high volume streets, and public input.
5. Developing a matrix. This matrix will be used to prioritize future capital work for sidewalks and ramps.
6. Seeking public comment on the matrix developed.

#### PUBLIC MEETINGS:

There shall be one neighborhood planning meeting conducted in each of the City's three (3) Wards. Additionally, there shall be one general public meeting for the Community at-large.

#### PROPOSALS:

The following information should be included under the title "Professional Services Consultant RFP":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

#### CONTENTS OF THE PROPOSAL:

Interested proposers are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Personnel/Professional Qualifications
4. Approach
5. Project Schedule
6. Proposed Compensation