

City of Tipton, Iowa

Meeting: Tipton City Council Meeting
Place: Tipton Fire Station, 301 Lynn Street, Tipton, Iowa 52772
Date/Time: Monday, March 13, 2023, 5:30 p.m.
Web Page: www.tiptoniowa.org
Posted: Friday, March 10, 2023 (Front door of City Hall & City Website)

Please join my meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/642904677>

You can also dial in using your phone.

Access Code:

642-904-677

United States (Toll Free):

[1 866 899 4679](tel:18668994679)

Mayor: Bryan Carney

Council at Large:	Abby Cummins-VanScoy	Council At Large:	Jason Paustian
Council Ward #1	Ron Hembry	Council Ward #2	Mike Helm
Council Ward #3	Tim McNeill	City Attorney:	Lynch Dallas, P.C.
City Manager:	Brian Wagner	Gas Utilities Supt:	Adam Fitch
Finance Director:	Melissa Armstrong	Electric Superintendent:	Jon Walsh
City Clerk:	Amy Lenz	Water & Sewer Supt:	Brian Brennan
Dir. Of Public Works:	Steve Nash	Ambulance Svc Dir:	Brad Ratliff
Police Chief:	Lisa DuFour	Economic Dev. Dir.	Linda Beck
Park & Recreation:	Adam Spangler	Library Director:	Denise Smith

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Agenda Additions/Agenda Approval

E. Communications:

1. Mike Boyle would like to address the council concerning the 1011 Cedar Street property.

If you wish to address the City Council regarding an issue, whether on the agenda or something not on the agenda, please approach the lectern at this time and give your name and address for the public record before discussing your item. Scheduled communications are allowed to speak up to five minutes. Unscheduled communications are allowed to speak up to three minutes.

F. Consent Agenda

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

1. Approval – Downtown Revitalization Incentive Program (DRIP) request, Nicole Rock, DBA: Nicole Rock’s School of Dance, 323 Cedar Street
2. Approval – Tipton Revitalization Incentive Program (TRIP) request, Amy Lynch, DBA: The Groom Station, 101 Cedar Street

G. City Business

1. Discussion and possible action concerning revolving loan for Amy Lynch, DBA: The Groom Station, 101 Cedar Street
2. Discussion and possible action concerning the financing of the Cedar Street HWY 38 Project (*Information will be provided at the meeting by Maggie Burger, Speer Financial*)
3. Resolution No. 031323A: Resolution accepting a bid for the Hwy 38/Cedar Street Reconstruction Project, Phase 2 (in 2023) and Phase 3 (in 2024) (AKA "PCC Pavement – Replace IA 38 from South Street to IA 130, City of Tipton in Cedar County HDP-038-2(050)—71-16")
4. Discussion and possible action concerning Amendment No. 4 to the agreement for engineering services: Cedar Street (IA 38) Pavement and Utilities Improvements 2019, Construction Administration and Construction Observation Services, IA 38 from South St to IA 130 (Origin Project #1723301)

H. Reports of Mayor/ Council/ Manager/ Department Heads

1. Mayor's Report
2. Council Reports
3. Committee Reports
4. City Manager's Report
5. Department Heads

I. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 886-6187 to arrange for accommodations/transportation.

AGENDA ITEM

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	3/9/2023
AGENDA ITEM:	DRIP Program Request
ACTION:	Motion to approve, deny or table

SYNOPSIS:

Downtown Revitalization Incentive Program (DRIP) request to begin project

Applicant: Nicole Rock DBA: Nicole Rock's School of Dance
Buildings: 323 Cedar Street

Commission corresponded via email (but couldn't legally vote). However, there weren't any objections via email to proceed with granting approval with this project. The Commission is asking the City Council to make final decision regarding this application.

Total amount of project: \$18,800.00 for a Commercial Grant.

Amount suggested to approve by the Commission: \$7,500.00 to begin project and reimbursement after project is completed.

Project Summary: Grooming areas:

- Tuckpointing on the exterior brick of building located at 323 Cedar Street

BUDGET ITEM: 160-5-599-2-64996

RESPONSIBLE DEPARTMENT: Economic Development – Linda Beck

MAYOR/COUNCIL ACTION: Approve, deny or Table

ATTACHMENTS: Picture



WWW.NICOLEROCKSSCHOOLOFDANCE.COM

323

323.5

TURTLES

AGENDA ITEM

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	3/9/2023
AGENDA ITEM:	TRIP Program Request
ACTION:	Motion to approve, deny or table

SYNOPSIS:

Tipton Revitalization Incentive Program (TRIP) request to begin project

Applicant: Amy Lynch
Buildings: 101 Cedar Street

Commission corresponded via email (but couldn't legally vote). However, there weren't any objections via email to proceed with granting approval with this project. The Commission is asking the City Council to make final decision regarding this application.

Total amount of project: \$140,00.00 for a Commercial Grant. Total amount of the plumbing costs for this project is estimated at \$17,500.00.

Amount suggested to approve by the Commission: \$7,500.00 to begin project and reimbursement after project is completed.

Project Summary: Grooming areas:

- Cut Floors
- Add plumbing for additional sinks & tubs
- Move laundry hook-ups
- Replace tank water heater with Navion tankless system

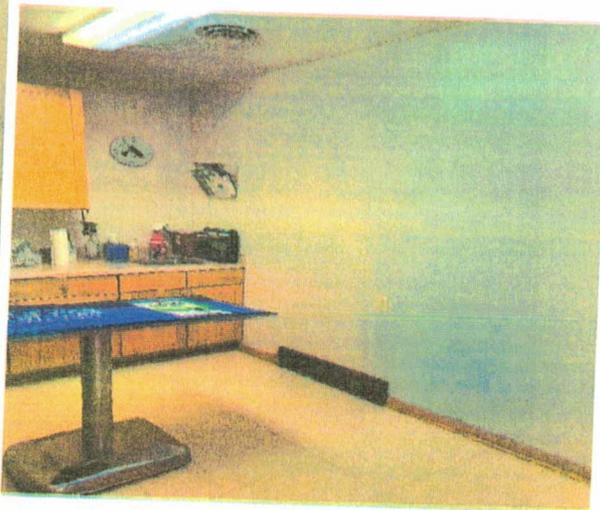
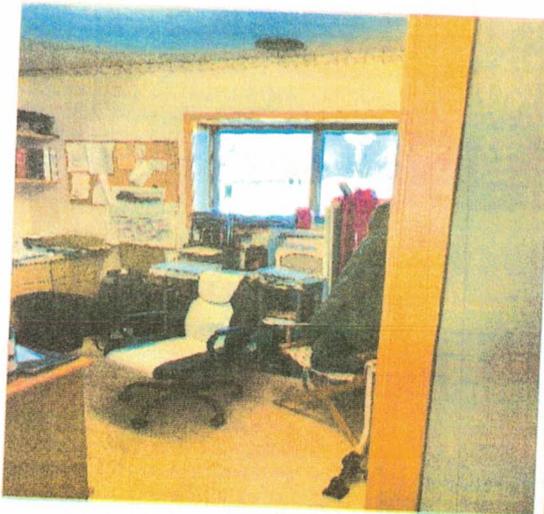
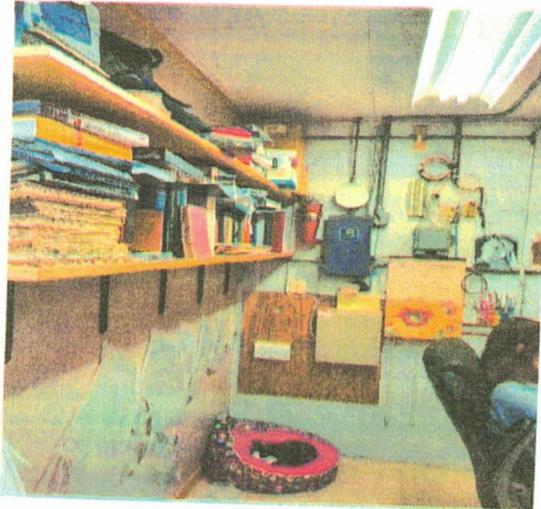
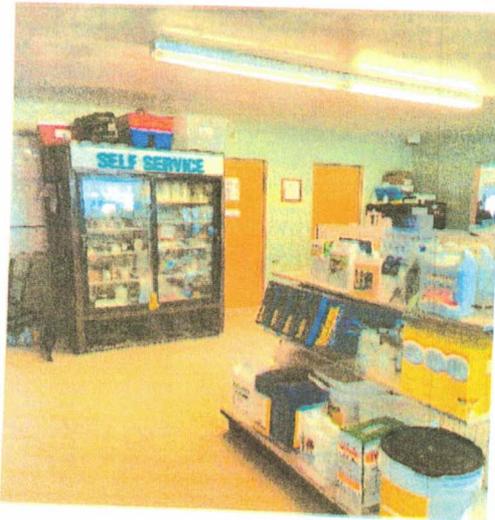
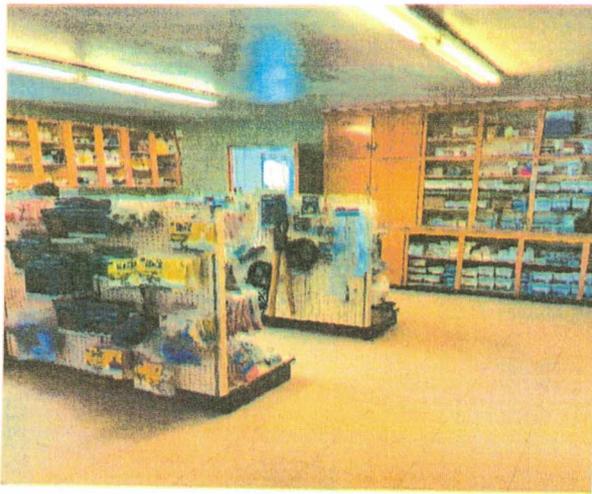
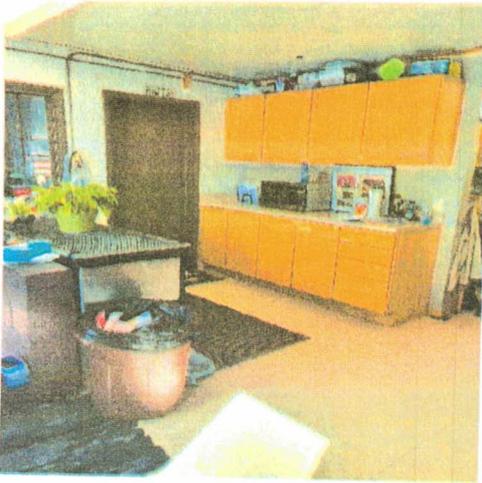
BUDGET ITEM: 160-5-599-2-64995

RESPONSIBLE DEPARTMENT: Economic Development – Linda Beck

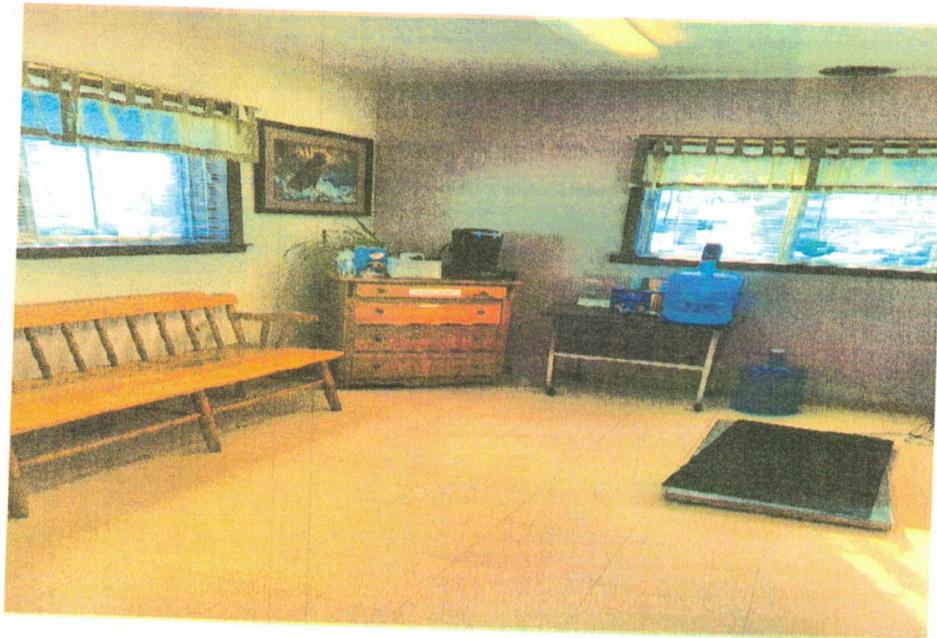
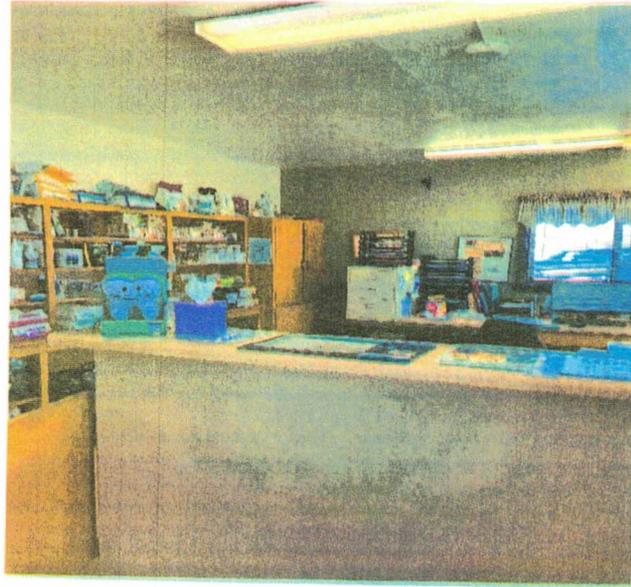
MAYOR/COUNCIL ACTION: Approve, deny or Table

ATTACHMENTS: Pictures

101
The Groom Station 301 Cedar Street – Amy Kessler-Lynch
TRIP Interior Before Pictures



The Groom Station ¹⁰¹~~301~~ Cedar Street – Amy Kessler-Lynch
TRIP Interior Before Pictures (page 2)



AGENDA ITEM

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	3/13/2023
AGENDA ITEM:	Approval of Revolving Loan for Amy Lynch DBA The Groom Station Revolving Loan Fund
ACTION:	Motion to approve, deny or table

SYNOPSIS: Amy Lynch, owner of The Groom Station in West Branch has purchased the former Vet Clinic building (formerly owned by Dr. Mike O’Donnell) located at 101 Cedar Street to expand her growing pet grooming business. Request to offer a loan in the amount of \$50,000 for new equipment. The equipment total project cost is \$66,131.40.

Amy has been in the dog grooming business for 26 years and due to the continual success of her growing business she is expanding her business to Tipton.

The Commission Board via email approved her request and to move forward to City Council for consideration of funds to assist with this equipment request.

Terms of this application are listed below.

1. Loan amount of \$50,000.00
2. .5% interest rate
3. Payback in seven years with monthly installments
4. Promissory Note, loan agreement and any related documents to be drawn up by Tipton’s City Attorney
5. Payment schedule would begin on June 1, 2023
6. The City of Tipton will require the following for collateral (See attachment)

We have been working with Amy for several months to secure this new and successful business in Tipton. By adding this business to the southern district along with the new veterinary clinic helps anchor our downtown with animal care for our community, county, and surrounding areas. This also strengthens our local economy.

BUDGET ITEM: 160-5-599-2-64994

RESPONSIBLE DEPARTMENT: Economic Development – Linda Beck

MAYOR/COUNCIL ACTION: Motion to approve, deny or table request.

ATTACHMENTS: Before Pictures and collateral attachment

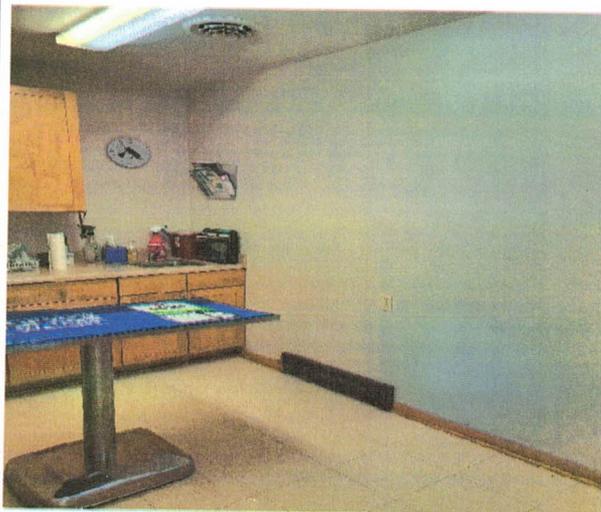
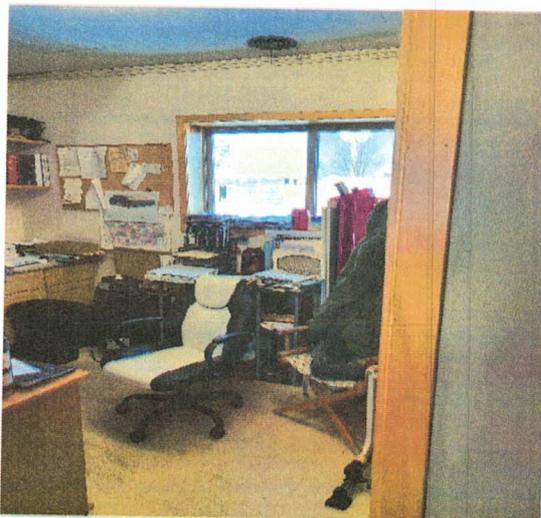
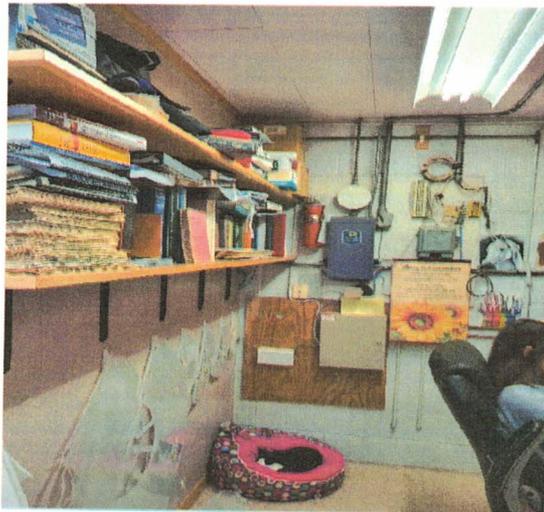
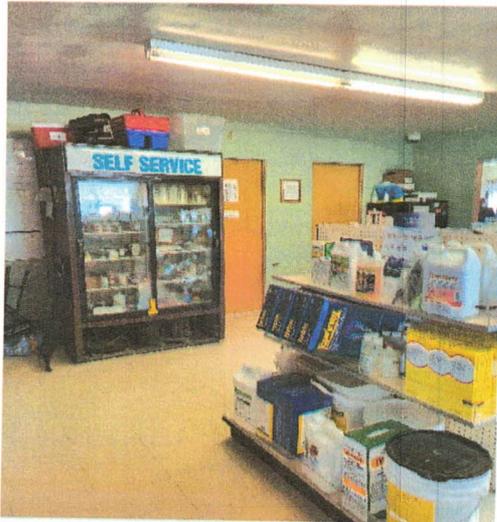
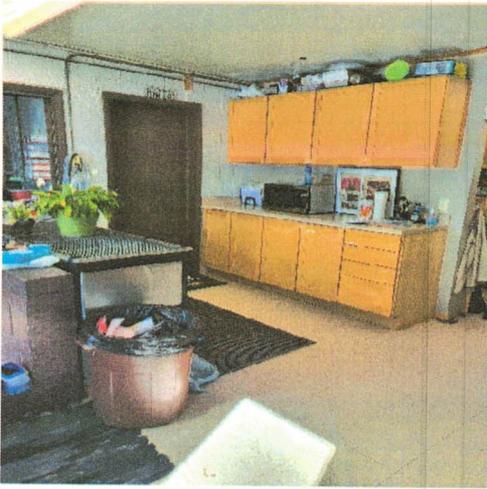
PREPARED BY: Linda Beck

DATE PREPARED: 3/9/2023

Amy Lynch DBA: The Groom Station
List of Equipment

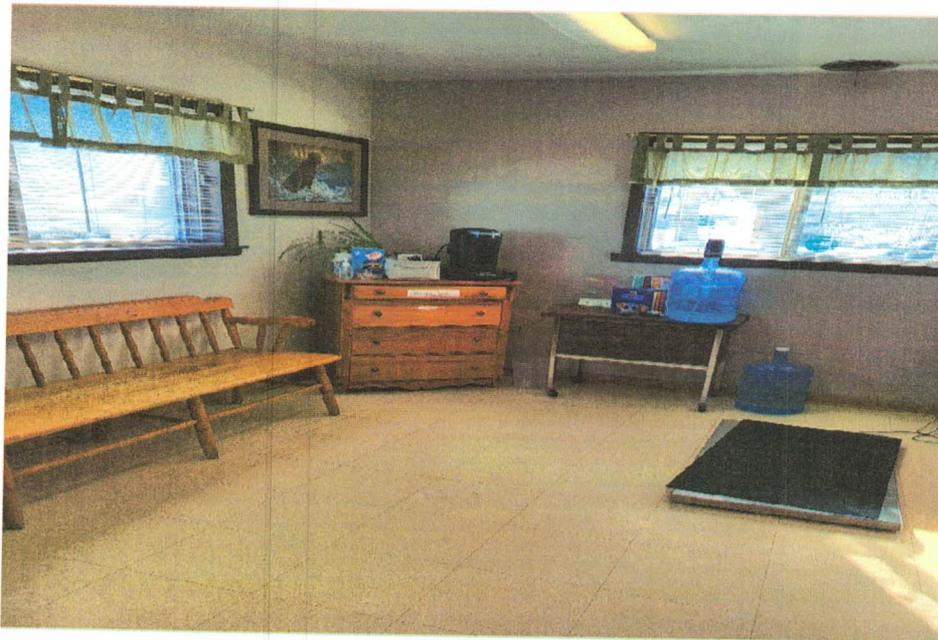
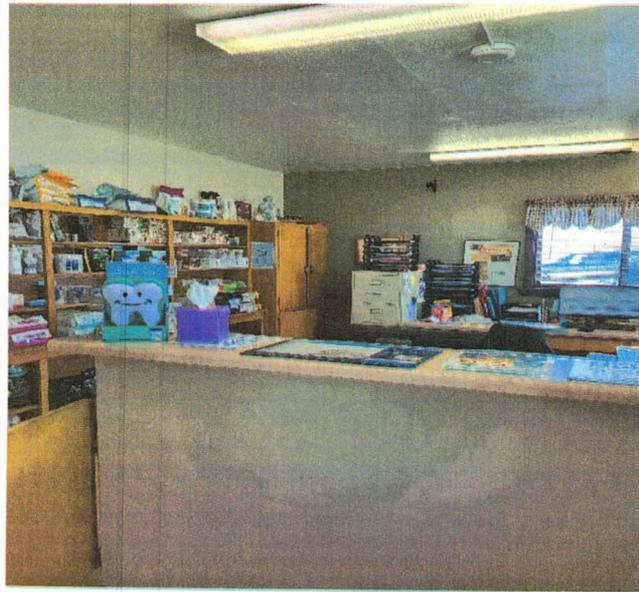
Equipment Request	Quantity/total each	Amount
Stainless Steel tub and accessories	(1)	\$13,116.46
Pro-Series Kennel Roof	(4) \$665.00	\$2,660.00
Multi Run Dog Kennels	(1)	\$4,095.00
Stacked gas united Dryer	(1) \$2,860.00	\$2,860.00
Grooming Tables	(4) \$2,999.00	\$11,996.00
Drainvac Twin Turbo Vacuum System	(2) \$1950.00	\$3,900.00
PCM3000 Midtub	(1)	\$3,500.00
W69HTY Basket Tub – Step in	(1)	\$4,990.00
Front Load Washer	(1)	\$2,099.00
HPEnvy 34" WUDH	(1)	\$2,149.99
TOTAL		\$51,366.45

101
The Groom Station 301 Cedar Street – Amy Kessler-Lynch
TRIP Interior Before Pictures



101

The Groom Station 301 Cedar Street – Amy Kessler-Lynch
TRIP Interior Before Pictures (page 2)



RESOLUTION NO. 031323A

RESOLUTION ACCEPTING A BID FOR THE HWY 38/CEDAR STREET RECONSTRUCTION PROJECT, PHASE 2 (in 2023) AND PHASE 3 (in 2024)
(AKA "PCC PAVEMENT - REPLACE IA 38 FROM SOUTH STREET TO IA 130, CITY OF TIPTON IN CEDAR COUNTY HDP-038-2(050)—71-16")

WHEREAS, the City Council of the City of Tipton hired Origin Design (formerly IIW Engineering) and referred to within as the "Engineer" to design and oversee the Hwy 38/Cedar Street Reconstruction Project, Phase 2 and Phase 3 (Project); and,

WHEREAS, the Iowa DOT opened eight bids (Feb 21, 2023) and (according to Jon Lutz, Origin Design, letter of March 7, 2023:) "*...determined that the lowest responsive and responsible bid was submitted by Triple B Construction Corp in the amount of \$6,202,939.40. The engineer's estimate with a 5% contingency for this project was \$5,995,160.48.*"

NOW, THEREFORE, BE IT RESOLVED, in accordance with the Iowa DOT's determination, the City Council of the City of Tipton does hereby accept the bid from Triple B Construction Corp as stated within.

BE IT FURTHER RESOLVED, the Mayor and City Clerk are authorized to execute all contract documents and other documents related to this Project.

PASSED AND APPROVED this 13th day of March 2023.

Bryan Carney, Mayor

ATTEST:

Amy Lenz, City Clerk

CERTIFICATION

I, Amy Lenz, City Clerk, do hereby certify the above is a true and correct copy of Resolution 031323A which was passed by the Tipton City Council this 13th day of March 2023.

Amy Lenz, City Clerk

March 7, 2023

Brian Wagner
City of Tipton
407 Lynn Street
Tipton, IA 52772

RE: **Cedar Street (IA 38) Pavement and Utilities Improvements 2019**
IA 38 from South St to IA 130
Bid Results
Project No.: 1723301

Dear Brian:

Bids for the City of Tipton, Cedar Street (IA 38) Pavement and Utilities Improvements 2019 IA 38 from South St to IA 130 project were opened on February 21, 2023, by the Iowa Department of Transportation (Iowa DOT). Eight (8) bids were received for this project.

The Iowa DOT has determined that the lowest responsive and responsible bid was submitted by Triple B Construction Corp. in the amount of \$6,202,939.40. The engineer's estimate with a 5% contingency for this project was \$5,995,160.48.

Per Section 7.1.3 of the Federal-Aid Guide "Within 30 days of the letting, the LPA must either accept the low bid or reject all bidders".

The instructions for award are covered in the attached cover letter subject "Contract Awards for Determination" under Items 1 and 2.

Sincerely,
Origin Design Co.



Jon Lutz, PE
Project Manager

February 21, 2022

To: Local Agency Contracting Authority

Subject: Contracts for Award Determination

The Iowa DOT has accepted bids on behalf of your agency. We have determined the contractor who provided the lowest responsive bid. It is your responsibility to analyze the bids and make a final determination to award the contract or reject all bids. You have or will be receiving an email with the confidential bid tabs for your review.

Please remember the Bid Tabs are confidential for 30 days after the local agency receives the email with them and the contract is awarded. They shall remain confidential indefinitely and shall be destroyed, if the contract is rejected.

The contract will be placed in the contract signing drawer of Doc Express soon. Please take one of the two following actions:

AWARD OF CONTRACT OPTION

Do not have discussions with the contractor prior to receiving notice from Doc Express that the IA DOT has marked the contract "Completed by Contracts & Specifications Bureau", in Doc Express.

1. Take formal Board/Council action to award the contract.
2. Place your approval to award on the contract (transition contract to Award) in Doc Express. **DO NOT upload anything to the contract as a supporting document.**
3. Once award is placed on the contract it will be released so the contractor can verify the bond and sign the contract.
4. Once the bond has been verified and the contractor has signed the contract, the Local Agency must transition the bond to "View and Signed" and then digitally sign the contract.
5. The prime contractor will upload a certificate of insurance as an "Insurance/Other Required Document" into the contract signing drawer. The Contracts & Specifications Bureau will review the insurance certificate. The local agency **does not transition** the insurance document.
6. After the prime contractor and the local entity have verified and signed the bond and the contract, the Contracts & Specifications Bureau will review all documentation to ensure compliance with IA DOT Specifications. The Contracts & Specifications Bureau will digitally sign the contract and mark the contract as "Completed by the Contracts & Specifications Bureau". There will be no further action needed in the Contract Signing Drawer.
7. Once the contract has been marked "Completed by the Contracts & Specifications Bureau", you may download and sign the tax certificates, have conversations with the prime contractor, schedule the pre-construction meeting and work may commence.
8. All contracts and contract documents should be approved for award and digitally signed within **30 days**, regardless of when the work is proposed to begin.
9. **The contracting authorities are reminded that federal regulations may apply to this contract. The contracting authorities shall ensure compliance with all applicable civil rights, and Davis-Bacon requirements.** The Contracts & Specifications Bureau, Iowa DOT, will upload the AA/EEO poster listing all subcontractors with the tax certificates.
10. Prior to the Contracts & Specifications Bureau's contract signature, the Contracts & Specifications Bureau, will authorize any electronic subcontract requests that have been submitted. The Contracts & Specifications Bureau will process and place the tax certificates along with the AA/EEO Poster in the contract signing drawer. If no subcontractor request was sent in prior to the IA DOT's marking the contract completed, only the prime contractor's tax certificate will be in the contract signing drawer with their AA/EEO Poster only listing the prime. If there are no subcontracts turned into the Contracts and Specification Bureau prior to the contract being marked completed, the policy for approving subcontractor requests must be followed.
11. **It is the responsibility of the local entity to sign all tax certificates for the prime, each tax certificate must have a signature on it. Download and print the tax certificates and AA/EEO Poster, sign them by pen and either email them or US mail them to the prime contractor. The local agency will not be able to upload them back to the contract signing drawer. There is no change to the policy for processing/approving subcontractor requests.**

February 21, 2022

Please contact the Iowa Department of Transportation Administrating Office regarding the pre-construction meeting and construction administration and inspection requirements.

REJECT ALL BIDS OPTION

Do not have discussions with the contractor prior to rejecting all bids.

1. Take formal Board/Council action to reject all bids.
2. Send a written request (on letterhead) via email to Mary.Thompson@iowadot.us, in the Contracts & Specifications Bureau, Iowa DOT, asking for concurrence with the rejection of all bids within 30 days. Include the following in your request to reject all bids:
 - a Bid Order Number, Contract ID Number, and Letting Date
 - b Justification of why you are asking to reject all bids, including the percent over-estimate the lowest responsive bid came in at
 - c Whether or not you want to re-let the project and an approximate date of when you'd like to re-let the project
 - d Briefly describe what changes you will make to the project/plans/estimating proposal to lower prices and/or bring more bids in.
3. **Destroy** bid tabs. This information is *confidential* for projects that are not awarded.
4. **After Iowa DOT concurs with rejection**, send written notification to the contractor of your intent to reject all bids and not award the contract.

NOTE 1: When a Storm Water Pollution Prevention Plan has been developed by the Contracting Authority for one or more projects on the contract, the Co-permittee Certifications Statement (form 830215) can be downloaded here: <https://iowadot.gov/forms/830215-Co-Permittee-Certification.pdf>. The forms are no longer provided to local agencies by the Iowa DOT, Contracts & Specifications Bureau.

NOTE 2: The Naming Convention for local agency documents in Doc Express can be found by clicking on the following link:

https://iowadot.gov/local_systems/pdfs/Naming_Convention_2021.pdf

Note 3: No discussions with the prime contractor, no preconstruction conferences shall be held, and no work shall commence on this project until the IA DOT has marked the contract as "Completed by the Contracts & Specifications Bureau".

If you have any questions or concerns, or need assistance with the processing of contracts, or subcontracts; please contact:

Mary Thompson, Engineering Office Assistant II
Contracts & Specifications Bureau
515-239-1415
Or by email: Mary.Thompson@iowadot.us

If you have problems, questions or concerns with the use of Doc Express, the contract signing drawer or obtaining a digital signature, please contact:

Doug Heeren, Training Specialist II
Local Systems Bureau
515-203-1365
Or by email: Douglas.Heeren@iowadot.us

Sincerely,



Mark J. Dunn, P.E.
Contracts Engineer
MJD/met

March 10, 2023

Brian Wagner
City of Tipton
407 Lynn Street
Tipton, IA 52772

RE: **Amendment No. 4 to the Agreement for Engineering Services
Cedar Street (IA 38) Pavement and Utilities Improvements 2019
Construction Administration and Construction Observation Services
IA 38 from South St to IA 130
Project No.: 1723301**

This Amendment No. 4 is made to the Agreement for Engineering Services dated May 6, 2019, by and between the City of Tipton, Iowa, hereinafter referred to as the "Owner" and Origin Design Co., hereinafter referred to as the "Engineer".

WHEREAS, Iowa DOT maintains jurisdiction of Iowa 38 (Cedar Street) through Tipton and has submitted the Reconstruction Concept for programming in Fiscal Year 2021;

WHEREAS, the project limit included is Iowa Highway 38 from the southern corporate limit to the northern corporate limit, with the exception of a four-block stretch from 7th Street to 11th Street;

WHEREAS, the Owner desires to investigate the drainage, water main, and sanitary sewer main improvement needs on Cedar Street between the project limits stated above;

WHEREAS, the Owner desires to investigate the implementation of full and complete ADA-compliant pedestrian accessible curb ramps and crossings of IA 38 and side streets at all intersections;

WHEREAS, the project would be funded as follows: The Iowa DOT will pay for the milling and HMA overlay work south of South Street and north of 13th Street; the Iowa DOT will pay for pavement reconstruction of the through lanes from South Street to 13th Street (excluding 7th to 11th Streets) and all sidewalk improvements and gutter replacement to become ADA compliant; the Iowa DOT will pay proportionally for the storm sewer drainage replacement for the proportion of the drainage basin; the City will pay for project design/administration, pavement rehabilitation in the parking areas and other side street reconstruction, water main improvements, and sanitary sewer improvements.

WHEREAS, the Owner desires to investigate the estimates of probable cost for the implementation of the improvements described above;

WHEREAS, the Owner desires to engage the Engineer to provide engineering and surveying services required for preliminary project design;

WHEREAS, Amendment No. 1 was executed for additional Preliminary Engineering Design services;

WHEREAS, Amendment No. 2 was executed for Final Design services;

WHEREAS, under Amendment No. 3 the Owner engaged the Engineer for Construction Administration and Construction Observation services for the detour construction.

WHEREAS, the accomplishment of the hereinafter described work and services is authorized by the execution of this Amendment No. 4 between the Owner and the Engineer.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

WHEREAS, under this Amendment No. 4 the Owner desires to engage the Engineer for construction administration and construction observation services on IA 38 from South St to IA 130 as indicated in the following Scope of Services.

PART I – SCOPE OF SERVICES

A. PRELIMINARY DESIGN

Section A Preliminary Design Services set forth in the original Agreement for Engineering Services shall be unchanged.

A1. ADDITIONAL PRELIMINARY DESIGN SERVICES

Section A1 Additional Preliminary Design Services set forth in Amendment No. 1 shall be unchanged.

A2. ADDITIONAL FINAL DESIGN SERVICES

Section A2 Additional Final Design Services set forth in Amendment No. 2 shall be unchanged.

B. EXTRA SERVICES

Items 1-3 and 6-15 set forth in the original Agreement for Engineering Services and previous amendments shall be unchanged.

Items 4 and 5 of Extra Services shall be as follows under this Amendment No. 4:

B.6 CONSTRUCTION BASIC SERVICES (IA 38 from South St to IA 130)

- A. Review contracts and supplemental materials from the Owner and Iowa DOT.
- B. Set up record keeping documentation for use during construction. This record keeping including confirming items regarding the proposal form and agreements are in Doc Express. Doc Express will generate the bid items for documentation. Following bidding, review items to identify plan quantity versus measured items and to identify major work items. The identification of major work items is important because of the Federal Highway's notification requirements concerning thresholds of modifications to these items. Identify supplemental sheets that are needed for documentation of bid items, which are not included in Doc Express, and prepare forms.

- C. Review documentation submitted by the Contractor via Doc Express. Items that should be uploaded to Doc Express for review prior to the preconstruction meeting typically include:
 - 1. Source of Materials
 - 2. Traffic Control Technician certificate
 - 3. Project Schedule
 - 4. List of project Personnel
 - 5. Detailed ECIP which includes a site map with erosion control sites listed, permanent and temporary control measures, estimate of erosion control mobilizations, erosion control subcontractor (if one) and contact information, Certified Erosion Control Technicians with contact information, and Water Pollution Control Manager with contact information.
 - 6. Contractor's storm water certifications
- D. Review data which any contractor is required to submit, for conformance with the design concept of the project and compliance with the information given in the contract documents. This includes checking MAPLE to confirm the items are an approved product.
- E. Coordinate time and location, prepare agenda, and conduct preconstruction meeting. Three (3) staff from Origin Design will attend the meeting in-person. Terracon will have one (1) person attending the meeting. Set up a virtual meeting attendance option. Prepare and distribute meeting minutes.
- F. Issue all instructions of the Owner to the contractor(s).
- G. Identify if any items in the project require a contract modification. If so, coordinate with Owner and Iowa DOT to obtain concurrence prior to the work taking place. After obtaining concurrence prepare change orders (contract modifications) as required, including necessary calculations to determine accuracy and necessity of change orders including justification of costs for items which do not have a predetermined cost. Assumes ten (10) change orders.
- H. Complete review of certified payroll on a weekly basis. Certified payrolls must be up to date to allow contractor payment for completed work. Assumes sixty (60) weeks of certified payroll review with an average submittal of three (3) contractor/subcontractor payrolls per week.
- I. Based on on-site observations and based on materials provided by the contractor, prepare applications for payment every month utilizing Doc Express. Assumes twenty-five (25) payments.
- J. Provide documentation of quantities for approval by State.
- K. Conduct an inspection to determine if the project is substantially complete and a final inspection to determine if the project has been completed in substantial compliance with the contract documents.
- L. Prepare certificates of completion for the Owner and Iowa DOT acceptance.
- M. Finalize construction documentation in preparation for Iowa DOT audit. Upon project completion, determine the final contract quantities as required by contract documents.
- N. Coordinate with Iowa DOT for audit of materials, construction documentation and record keeping; follow up on audit comments until records can be accepted by Iowa DOT auditor. An audit will be needed by both Local Systems staff and the District Materials staff.
- O. General project management and communication, including preparation of invoices to submit to the Owner in acceptable Iowa DOT format to allow reimbursement by the Iowa DOT, including documentation of project progress.
- P. Prepare for the Owner one (1) set of construction record drawings showing those significant

changes made during the construction of underground utilities based on observations, construction notes, equipment information, observation reports and other data furnished to the Construction Engineer by the Owner, the Contractor, or the onsite staff. A scanned PDF of the construction record drawings assembled from and produced with hand-written records will be provided and uploaded to Doc Express at the end of the project.

B.7 CONSTRUCTION OBSERVATION SERVICES (IA 38 from South St to IA 130)

- A. Provide construction staking for use by the Contractor. Existing survey site control will be checked and expanded for contractor use. The staking shall consist of the placement of stakes, as determined necessary by the Engineer, to indicate the horizontal and vertical locations of removals, street paving, driveway drop curbs, sanitary sewer manholes, water main (100' Sta +/-, includes tees & bends), storm sewer (intakes, MH's, and aprons), select sidewalk grade breaks, paver pocket and/or split level sidewalk, ramp bottoms, light poles, fiber handholes, fire hydrants, trail edge (one only) and temporary easements. This staking will be completed in a maximum number of forty (45) trips. Staking of each item will be on a one-time basis. The contractor will designate one project manager through whom all construction staking requests will be communicated. The contractor is required to provide a minimum 48-hour notice on all required field work. One mobilization to the project will be a minimum of 5 hours. Disturbed stakes will be reset at the contractor's request on a time and materials basis invoiced to the contractor. Post construction the surveyor shall determine if any survey monuments have been disturbed or removed during construction. The surveyor will replace monuments in their surveyed location and a re-monumentation plat will be prepared and recorded to document replaced monuments.
- B. Provide control to allow contractor's use of survey equipment such as stringless paving and/or other forms of automated machine guidance.
- C. Observe progress and quality of the executed work and determine if the work is proceeding in general conformance with the contract documents, schedule, phasing and staging plans. Keep stakeholders informed of the progress of work.
- D. Conduct regular progress meetings with the contractor and stakeholder. Progress meetings are anticipated to be conducted at the field office or City conference room. Progress meetings are anticipated to occur every month from April 2023 to Oct 2023 and from April 2024 to October 2024 for a total of fourteen (14) meetings. A portion of the meeting will be conducted with just the contractor, and a portion of the meeting will be available for stakeholder attendance. Notes shall be prepared documenting the progress meetings so the notes may be used by the City to meet FHWA reporting requirements. Additional meetings for coordination with contractor and City will be performed by the on site inspector. Inspector will provide a weekly update of progress and upcoming activities for the City to post on website or social media.
- E. Origin Design shall provide qualified staff to perform regular on-site observation and on-site material testing for approximately sixty (60) weeks of active construction duration. Terracon (subconsultant) will provide on-site material testing and off-site material testing. Origin Design will perform erosion control inspections during sixty (60) weeks of active construction, and the Owner will perform erosion control inspection during winter months. The on-site observations

shall note the progress and quality of various aspects of the work of the contractor and shall perform field checks and testing of materials and documentation as required by the Iowa DOT. A partial list of these aspects include:

1. EEO board inspection.
 2. Wage rate interviews.
 3. Erosion control inspections and necessary reports
 4. Roadway grading. (Partially by subconsultant)
 5. Pavement removal and replacement.
 6. Installation of storm sewer.
 7. Erosion control installations and seeding.
 8. Traffic control.
 9. Traffic signal upgrades.
 10. Verification of ADA compliance.
 11. Driveway construction.
 12. Trail and sidewalk construction.
 13. Storm sewer, sanitary sewer, and water main.
 14. Fiber optic and street lighting.
 15. Certified plant monitoring for PCC and HMA plant operations. (By subconsultant)
 16. Perform material sieve analysis and proctor testing as required for material verification and calibration. Periodically conduct nuclear density testing of compacted soils to determine density. (By subconsultant)
- F. Prepare documentation and upload to Doc Express on a weekly basis. Prepare the weekly working day report on spreadsheet form.
- G. Conduct an inspection to determine if the project is substantially complete and a final inspection to determine if the project has been completed in substantial compliance with the contract documents.

PART II - OWNER'S RESPONSIBILITIES

Part II - Owner's Responsibilities set forth in the original Agreement for Engineering Services shall be unchanged.

PART III - COMPENSATION

Compensation for Section A Preliminary Design under Part I Scope of Services set forth in the original Agreement for Engineering Services shall be unchanged.

Compensation for Section A1 Additional Preliminary Design Services under Part I Scope of Services set forth in Amendment No. 1 shall be unchanged.

Compensation for Section A2 Additional Final Design Services under Part I Scope of Services set forth in Amendment No. 2 shall be unchanged.

Compensation for Section B4 Construction Basic Services under Part 1 Scope of Services set forth in Amendment No. 3 shall be unchanged.



Compensation for Section B6 Construction Basic Services under Part I Scope of Services of this Amendment No. 4 shall be based on the time required at our current hourly rates. The estimated fee for Construction Basic Services (IA 38 from South St to IA 130) is One Hundred Eighty-Five Thousand Dollars and Zero Cents (\$185,000.00). Periodic invoicing shall coincide with actual work completed.

Compensation for Section B7 Construction Observation Services under Part I Scope of Services of this Amendment No. 4 shall be based on the time required at our current hourly rates. When overnight lodging is necessary, actual cost for lodging and meal expense shall be reimbursed. Fee for testing and inspection subconsultant (Terracon) shall be at cost plus 10%. The estimated fee for construction observation services is Seven Hundred Fifteen Thousand Dollars and Zero Cents (\$715,000.00). Periodic invoicing shall coincide with actual work completed.

The hourly rates shall be adjusted on an annual basis to reflect equitable changes to various cost components on December 31st of each year. An amendment to the agreement with the adjusted hourly rates shall be prepared.

PART IV - GENERAL CONSIDERATIONS

Part IV - General Considerations set forth in the original Agreement for Engineering Services shall be unchanged.

PART V - SPECIAL CONSIDERATIONS

Part V - Special Considerations set forth in the original Agreement for Engineering Services shall be unchanged.

PART VI - APPROVAL

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 4 in duplicate counterparts, each of which shall be considered as an original by their duly authorized officers as of the date below indicated:

EXECUTED BY THE OWNER THIS _____ DAY OF _____, 2023

CITY OF TIPTON, IOWA

Bryan Carney, Mayor

ATTEST:

Brian Wagner, City Manager

EXECUTED BY THE ENGINEER THIS 10TH DAY OF MARCH, 2023

ORIGIN DESIGN CO.



Lauren Ray, PE, SE
Vice President/Secretary

WITNESS:



Jon Lutz, PE
Senior Civil Engineer

**AMENDMENT NO. 4
CITY OF TIPTON, IOWA
CEDAR STREET (IA 38) PAVEMENT AND UTILITIES IMPROVEMENTS 2019**