



**IMU BOARD OF TRUSTEES OF THE ELECTRIC, WATER AND COMMUNICATIONS
UTILITIES**

July 20, 2023

9:00 AM

IAMU

1735 NE 70th Avenue, Ankeny, IA 50021

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Water Utility Action Item**
 - A. Authorization for Warren Water to serve a customer within their territory upon proper notice to IMU since the customer is within 2 miles of IMU territory, located at 9361 143rd Ave, Indianola Iowa.
- 4. Communications Utility Action Item**
 - A. Resolution approving a request for services from Newcom Technologies, INC for the NOFA 7 North and NOFA & South Projects.
- 5. Strategic Planning Session**
- 6. Adjourn**



MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

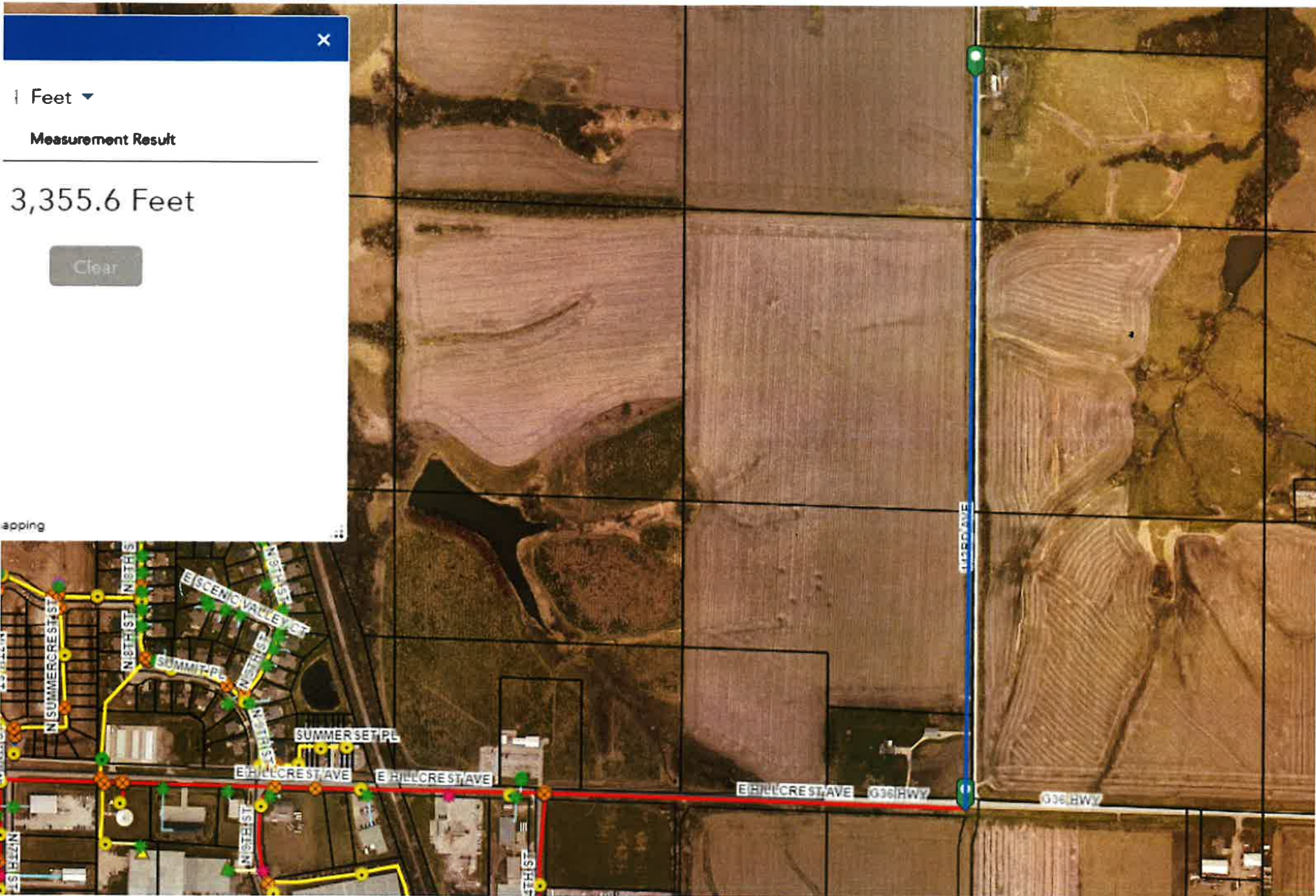
From:

Date: July 20, 2023

Subject: Authorization for Warren Water District to serve a customer within their territory.

Discussion and Recommendation: Under state regulations for water service territories, Warren Water District (WWD) is required to provide notice to IMU when a customer has requested service from WWD when the location is within 2 miles of the IMU service territory. A resident at 9361 143rd Ave has requested service from WWD and WWD has provided notification to IMU as the property is within 2 miles of the IMU water district. To serve this customer outside of the IMU district, IMU would have to construct a 3,355.6 foot extension to the property. Superintendent Brand is recommending the Board of Trustees acknowledge the notification from WWD to serve the property as it is within WWD service territory and WWD already has a water main at this location.

Simple motion is in order.



Feet ▾

Measurement Result

3,355.6 Feet

Clear

Mapping





MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: July 20, 2023

Subject: Resolution approving a request for services from Newcom Technologies, INC for the NOFA 7 North and NOFA & South Projects

Discussion and Recommendation: Roll Call is in order

Indianola Municipal
Utilities

Resolution NO 2023

**RESOLUTION APPROVING A REQUEST FOR SERVICES FROM NEWCOM
TECHNOLOGIES, INC FOR THE NOFA 7 NORTH AND NOFA 7 SOUTH PROJECTS**

WHEREAS, Indianola Municipal Utilities is in need of engaging a company to provided services for the NOFA 7 North and NOFA 7 South Project; and

WHEREAS, NewCom Technologies, Inc has proposed for engineering design, construction review and bid package prep work, in an amount not to exceed \$21,559.51; and

WHEREAS, it is the determination of the Board of Trustees that IMU should enter into an agreement with NewCom Technologies, Inc. in the form attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the IMU Board of Trustees that:

1. The proposal with NewCom Technolgies, Inc in an amount not to exceed \$21,559.51 is hereby approved; and
2. The IMU General Manager is authorized and directed to execute the agreement on behalf of Indianola Municipal Utilities.

PASSED this 20th day of July 2023.

Lori Smith, Chairperson

ATTEST:

TECHNICAL SERVICES AGREEMENT

EXHIBIT A

REQUEST FOR SERVICES

RS NO. 9

“NETWORK EXTENSIONS: NOFA GRANTS 433551 and 433533 – NORTHERN PHASE 2-3, SOUTHERN ROUTE PHASE 1”

Between

Indianola Municipal Utilities ("Owner")

And

NewCom Technologies, Inc. ("Consultant")

Pursuant to the terms and conditions of the Technical Services Agreement executed and made effective as of the 23rd Day of May 2022, by and between Indianola Municipal Utilities ("Owner") and NewCom Technologies ("Consultant"), Owner hereby requests Consultant to perform the following Services:

Scope of Services: Consultant shall provide Services related to the design and procurement of the necessary infrastructure to construct a fiber distribution network connecting back to Indianola Municipal Utilities Central Office located in Indianola, Iowa.

The high-level design routes and project phases were provided to NewCom on 4/22/2022. See Exhibit 1: Northern Project and Exhibit 2: Southern Project. The combined North and South projects represent approximately 12 miles of distribution network fiber connecting Indianola Municipal Utilities Central Office and ‘z’ locations. This RS No.9 covers those phases which will be constructed in FY 2024. The FY 2024 “BID 2” consists of approximately 3.3 miles of new build construction.

General work elements are listed below and amended by Consultant after review with Owner:

1. Design of the fiber optic distribution network and integrated equipment by an Iowa licensed professional engineer.
2. ISP architectures for access, routing, and transport function will be established and coordinated with Owner staff and consultants.
3. Surveying and mapping services for the fiber optic network in a Fiber Management System.
4. Application/acquisition of all DOT, and County permits. Extra cost if DNR/USACE required⁴
5. Preparation of public improvement and construction bid documents in accordance with the laws of the State of Iowa and as directed by Owner.
6. Preparation of public improvement and construction contract documents in accordance with the laws of the State of Iowa and as directed by Owner.
7. Review of public improvement and construction plans, shop drawings, and attending construction meetings.
8. Review of all pay requests from contracted service providers

REQUEST FOR SERVICES

RS NO. 9

9. Construction review services at end of projects to verify compliance with specifications.
10. On-site management of the fiber optic distribution network during construction.
11. Assisting Owner staff with financial/budgetary matters by providing information for grant applications, business plan projections, and legal matters relating to construction, operation, financing, and compliance.
12. Graphic illustrations supporting various analyses.
13. Attendance at design review meetings, City Council meetings, and related meetings as requested.
14. Finalize as-builts within the Fiber Management System.

- A. **Additional Owner Responsibilities.** As provided in the Agreement, Owner shall provide Consultant with information reasonably necessary to complete the Services.
- B. **Commencement and Completion of Services.** Consultant shall commence the Services upon notice to proceed from Owner, which notice shall be given by Owner on or after July 14, 2023. Consultant shall complete the Services of Fiber Network Design with selection of vendors and contractors within 3 months of notice to proceed. Construction Oversight Services start will be largely dependent on equipment deliveries and may be subject to supply chain issues. The project's construction oversight and acceptance will take place during the construction period.
- C. **Compensation.** Compensation for the Services described above shall be on a per item rate based on actual construction running line and as estimated as follows:

Fiber Network Design Engineering Services	Unit of Measure	Est. # of Units	Unit Price
Fiber Network Design – Southern NOFA Project: Phase 1	Per Foot	13,263	\$.89
Fiber Network Design – Southern IMU Project: Phase 1	Per Foot	596	\$.89

Includes:

- Survey - route design, service point locations and categorization of site
- GIS posting
- Network design using OSPInsight an Esri based Fiber Management System
- Consult and cooperate with Owner and Owner's legal counsel regarding public improvement contract letting procedures.
- Permit application / acquisitions (all entities)
- Preparation of construction documents, plans, BOMs.
- Meetings with Owner

¹Extended price based on estimated construction running line footage of 17,635 or 3.34 miles. Permit fees are pass through.

Construction Review²	Not To Exceed	\$ 3,500.00
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REQUEST FOR SERVICES
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Includes:

- Upon construction completion, personnel will review construction compliance with plans and specifications
- Meetings with Owner and contractors

²Assumes that work activity will be completed within 2 months of construction start.

Consulting Services – Bid Package Prep and Letting	Per Bid Package	1	\$5,725.00
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Includes:

- Consult and cooperate with Owner and Owner's legal counsel regarding public improvement contract letting procedures.
- An Iowa licensed professional engineer will prepare and review public improvement and construction plans, specifications, and contract documents.
- An Iowa licensed professional engineer will be responsible for documents necessary for bid letting and award of public improvement and construction contract.
- Preparation of public improvement and Construction documents, plans, BOMs and cost projections
- Public improvement and Construction plans and specifications development and Bid letting, pay request reviews and final contract closeout.
- PE management and approval of fiber network design
- Meetings with Owner

Permit Application Fees – Pass Through Costs ^{3, 4}	Estimated Fees	\$150.00
³ Permit application fees will be based on actual costs		
⁴ Does not include USACE Permit(s) engineering cost and fees		

Summary of Costs

Items	Unit	Cost
Engineering with Permit Fees:		
<i>Includes field engineering, route design, fiber engineering, construction review, bid letting and review and final as-builts in FSM</i>	IMU NOFA 7 Projects	\$21,029.07
	IMU Projects	\$530.44
Total Engineering and Consulting Services		\$21,559.51

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"Billable Hours" should only occur if there is a major change in project scope, as approved by Owner. Materials, such as requests for multiple copies of documents will be billable.

Time & Materials Cost for Calendar Year 2023:

Discipline	Rate/Hour
Principal Consultant	\$265.00
Project Management	\$150.00
GIS Analyst	\$115.00
Field Surveyor	\$115.00
Network Designer	\$130.00
Field Inspector	\$125.00
Clerical	\$66.00
Vehicle Mileage	Current IRS Reimbursement

This Agreement, the Mutual Non-Disclosure Agreement by the parties, Owner's Request for Qualifications, Consultant's response to the Request for Qualifications, the Technical Services Agreement and subsequent RS constitute the entire agreement between the parties. Terms and conditions contained in purchase orders, work orders, or other documents issued by Owner with respect to the Services shall be of no force and effect.

IN WITNESS WHEREOF, the parties have executed this Request for Services on the date(s) indicated below.

Owner

Consultant

By:

By:



By:

By:

Justin R. Quinn

(Printed Name)

(Printed Name)

Title:

Title:

VP Broadband Services

Date:

Date:

7-14-2023