

INDIANOLA MUNICIPAL UTILITIES



Electric • Network Services • Water

**IMU Board of Trustees of the
Electric, Water and Communications Utilities
October 23, 2017
City Hall Council Chambers
5:30 p.m.**

Agenda

1. Call to Order
2. Roll Call
3. Public Comments
4. Consent Agenda
 - A. Claims list for October 16, 2017
 - B. Minutes from October 9, 2017
 - C. Salaries
5. Electric Utility Action Items
 - A. Consider design services for the new Electric Department line shop
 - B. Consider Civil Engineering for the new Electric Department line shop
6. Communications Utility Action Items
 - A. Resolution awarding bid for the 2017 Telecommunication Hut
 - B. Consider bids for a 2018 Chevy 1500 pickup
7. Electric Utility Informational Items
8. Water Utility Informational Items

9. Communications Utility Informational Items
10. Combined Electric, Water and Communications Utilities Informational Items
11. Other Business
12. Adjourn

IMU Regular Downstairs

4.A.

Meeting Date: 10/23/2017

Information

Subject

Claims list for October 16, 2017

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
BRICK GENTRY P.C.	600-8180-64110	MCDONALDS BANKRUPTCY MATTER	09/25/2017	34.80
BRICK GENTRY P.C.	600-8180-64110	MCDONALDS BANKRUPTCY MATTER	09/25/2017	22.50
BRICK GENTRY P.C.	600-8190-64110	ARBITRATION/GRIEVANCE ISSUES, GM CONTACT	09/25/2017	33.75
CITY OF INDIANOLA - UTILITY	600-8110-63710	UTILITIES	09/30/2017	14,378.63
DUST PROS JANITORIAL	600-8120-64090	OCT SCRUB & BUFF	10/07/2017	180.00
DUST PROS JANITORIAL	600-8120-65070	JANITORIAL SUPPLIES	10/07/2017	140.95
GRAYMONT WESTERN LIME IN	600-8110-65010	HIGH CALCIUM QUICKLIME	10/01/2017	4,388.50
IMWCA	600-8180-61599	INSTALLMENT #4	10/01/2017	730.17
IOWA DEPT OF NATURAL RES	600-8110-62100	ANNUAL WATER SUPPLY FEE	10/04/2017	134.00
PAPER 101	600-8190-65070	PAPER	09/28/2017	40.86
SHULL SCHRUM MCCLAFLIN &	600-8190-64010	AUDIT SERVICES	10/02/2017	1,100.00
STATE HYGENIC LABORATORY	600-8110-64990	BACTEE SAMPLES	09/30/2017	195.00
UNUM LIFE INSURANCE CO OF	600-8180-61550	LIFE, AD&D AND LTD INSURANCE	09/28/2017	118.35
VERIZON WIRELESS	600-8110-63730	WIRELESS FOR LAPTOP	09/26/2017	40.01
VESSCO INC	600-8120-63410	MATERIALS	09/25/2017	175.04
WARREN CO ECONOMIC DEV	600-8190-62100	FY 17/18	09/28/2017	475.00
WASTE MANAGEMENT OF IOW	600-8120-64090	TRASH - OCT	09/27/2017	75.39
WELLS FARGO CCER	600-8150-65072	MCCOY TRUE VALUEbatteries for locator	09/07/2017	14.39
WELLS FARGO CCER	600-8110-62300	OWPSACSTATEclass enrollment	09/19/2017	50.00
WELLS FARGO CCER	600-8150-63453	THEISENS #21Batteries for cordless tools, parts to rebuild hydrant c	09/25/2017	118.67
WELLS FARGO CCER	600-8150-65072	MCCOY TRUE VALUEbatteries for locator	09/14/2017	28.78
WELLS FARGO CCER	600-8120-63410	NAPA PARTS 0000514O - Rings	09/28/2017	2.97
WELLS FARGO CCER	600-8120-63410	MCCOY TRUE VALUEelectric supplies for plant, wd 40 lube	09/27/2017	22.62
WELLS FARGO CCER	600-8160-65072	THEISENS #21cleaning stuff for trucks	09/04/2017	13.20
WELLS FARGO CCER	600-8150-65072	MCCOY TRUE VALUEbatteries for locator	09/07/2017	14.38
WELLS FARGO CCER	600-8160-63320	NAPA PARTS 0000514hydraulic hose for backhoe	09/18/2017	46.45
WELLS FARGO CCER	600-8120-65070	MCCOY TRUE VALUEcleaning supplies, bolts for plant	09/25/2017	32.83
Total WATER OPERATING FUND:				22,607.24
IMU ADMINISTRATION FUND				
CAPITAL EXPRESS	620-8090-65080	DELIVERY OF 10-1-17 UTILITY BILLS	09/28/2017	41.15
CENVEO	620-8090-65070	DROP BOX ENVELOPES FOR W DOOR	10/03/2017	657.21
IMWCA	620-8080-61599	INSTALLMENT #4	10/01/2017	120.01
IMWCA	620-8090-61599	INSTALLMENT #4	10/01/2017	79.57
LONGER, CHRIS	620-8090-63730	MOBILE DEVICE ALLOWANCE	10/01/2017	50.00
LONGER, CHRIS	620-8090-61440	WELLNESS - AUG - OCT	10/06/2017	75.00
MOSHER, CASSANDRA	620-8090-62700	MILEAGE FOR IAMU CONFERENCE	10/05/2017	34.24
MOSHER, CASSANDRA	620-8090-61440	WELLNESS- OCT	10/01/2017	15.00
SHULL SCHRUM MCCLAFLIN &	620-8090-64010	AUDIT SERVICES	10/02/2017	3,000.00
UNUM LIFE INSURANCE CO OF	620-8090-61550	LIFE, AD&D AND LTD INSURANCE	09/28/2017	80.88
WELLS FARGO CCER	620-8090-65070	WAL-MART #1491	09/21/2017	65.79
WELLS FARGO CCER	620-8090-62300	IAMU - 937457	09/18/2017	198.00
WELLS FARGO CCER	620-8090-65070	OFFICE DEPOT #1090Colored Copy Paper	09/25/2017	78.56
WELLS FARGO CCER	620-8090-65070	WALGREENS #5943	09/08/2017	4.27
WELLS FARGO CCER	620-8090-65070	INDOFF INCORPORATED	09/19/2017	224.99
Total IMU ADMINISTRATION FUND:				4,724.67
ELECTRIC OPERATING FUND				
BRICK GENTRY P.C.	630-8280-64110	MCDONALDS BANKRUPTCY MATTER	09/25/2017	22.50
BRICK GENTRY P.C.	630-8280-64110	MCDONALDS BANKRUPTCY MATTER	09/25/2017	334.95
BRICK GENTRY P.C.	630-8290-64110	ARBITRATION/GRIEVANCE ISSUES, GM CONTACT	09/25/2017	101.25
BRICK GENTRY P.C.	630-8290-64110	ELECTRIC GRIEVANCE ISSUE	09/25/2017	285.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	09/18/2017	960.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/25/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/06/2017	100.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/10/2017	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	09/01/2017	200.00
CITY OF INDIANOLA - UTILITY	630-8210-63710	UTILITIES	09/30/2017	2,034.78
DITCH WITCH - IOWA INC	630-8250-65072	UNDERGROUND LOCATOR REPLACEMENT	09/27/2017	4,942.30
GRAYBAR	630-8220-65072	ELECTRIC RELAY FOR PNEUMATIC TIMER	09/25/2017	453.21
IMWCA	630-8280-61599	INSTALLMENT #4	10/01/2017	977.04
IOWA SERVICE ELECTRICIANS	630-8290-66990	ELECTRICAL TEMP POLE REIMBURSEMENT	09/27/2017	35.00
IOWA UTILITIES BOARD	630-8290-62100	IEC/CGRER FY 2018 ASSESSMENT	09/15/2017	13,892.00
METCALF, MIKE	630-8240-63730	MOBILE DEVICE ALLOWANCE	10/01/2017	75.00
MID AMERICAN ENERGY	630-8290-67306	IMU ADUDIT PARTNERSHIP	10/05/2017	440.51
P & E ENGINEERING CO.	630-8210-64070	ENGINEERING - GROUND AND SYNC RELAYS AT EAST IOWA	10/03/2017	3,903.75
P & E ENGINEERING CO.	630-8210-64070	ENGINEERING - REVIEW AND UPDATE SPCC PLAN	10/03/2017	687.50
PAPER 101	630-8290-65070	PAPER	09/28/2017	154.83
PIERCE BROTHERS REPAIR	630-8220-65072	OXYGEN BOTTLE	09/17/2017	25.40
QUALITY PEST CONTROL	630-8220-63100	GENERAL PEST CONTROL	10/06/2017	76.62
SHULL SCHRUM MCCLAFLIN &	630-8290-64010	AUDIT SERVICES	10/02/2017	1,100.00
SKARSHAUG TESTING LABORA	630-8250-65072	TOOLS FOR JACOB	09/15/2017	463.97
TREASURER STATE OF IOWA	630-8280-64181	3RD QTR 2017 USE TAX	10/01/2017	291.00
UNUM LIFE INSURANCE CO OF	630-8280-61550	LIFE, AD&D AND LTD INSURANCE	09/28/2017	278.79
VANDERPOOL PLUMBING	630-8220-63100	SERVICE CALL ON OFFICE AC UNIT	10/02/2017	98.97
VERIZON WIRELESS	630-8240-63730	WIRELESS FOR SERVICE CREW LAPTOPS	09/26/2017	240.06
VERIZON WIRELESS	630-8240-63730	WIRELESS FOR SPARE LAPTOP	09/26/2017	20.00
WARREN CO ECONOMIC DEV	630-8290-62100	FY 17/18	09/28/2017	1,800.00
WARREN COUNTY OIL	630-8250-65072	LP TANK INSTALL AND SUPPLIES	10/05/2017	246.10
WARREN COUNTY OIL	630-8210-63710	LP GAS	10/05/2017	552.16
WELLS FARGO CCER	630-8250-65072	HY VEE 1271Cake for Tim Hommer Retirement	09/04/2017	34.99
WELLS FARGO CCER	630-8240-62300	PEPPERJAX GRILL 0017Meal during underground school - Ryan -	09/15/2017	33.07
WELLS FARGO CCER	630-8250-65072	MCCOY TRUE VALUEBatteries for locators	09/25/2017	30.80
WELLS FARGO CCER	630-8250-65072	CNM OUTDOOR EQUIPMENTChains sharpened for hydraulic stick	09/15/2017	37.40
WELLS FARGO CCER	630-8260-65072	THEISENS #21Oil and filters for unit 11	09/22/2017	34.19
WELLS FARGO CCER	630-8250-65072	AMAZON MKTPLACE PMTSAnti-Glare Screen Protector Meter Rea	09/29/2017	9.99
WELLS FARGO CCER	630-8240-62300	FUZZYS TACO SHOPMeal during underground school - Aaron	09/14/2017	7.94
WELLS FARGO CCER	630-8250-65072	CIRCLE B CASHWAY OF INDIAPlywood for storage shelves	09/22/2017	164.22
WELLS FARGO CCER	630-8220-65072	THEISENS #21outlet cover for outlet in the black start	09/29/2017	2.77
WELLS FARGO CCER	630-8250-65072	BOBS CUSTOM TROPHIESPlaque for Tim Hommer Retirement	09/04/2017	41.50
WELLS FARGO CCER	630-8220-65072	MCCOY TRUE VALUEAA Bateriaes	09/12/2017	14.43
WELLS FARGO CCER	630-8250-65072	OREILLY AUTO #03375/16 Allen head socket	09/21/2017	4.80
WESCO	630-8240-65500	FR CLOTHING FOR JACOB - REPLACEMENT FOR RASKO	09/27/2017	292.75
WIEGERT DISPOSAL CO.	630-8250-65072	ROLL-OFF DUMPSTER PICKUP	10/01/2017	200.00
WIEGERT DISPOSAL CO.	630-8220-64090	WASTE PICK - SEPTEMBER 2017	10/01/2017	110.00

Total ELECTRIC OPERATING FUND:

36,111.54

FIBER/COMMUNICATIONS FUND

CITY OF INDIANOLA - UTILITY	640-8550-63464	UTILITIES	09/30/2017	929.45
IMWCA	640-8590-61599	INSTALLMENT #4	10/01/2017	42.06
PAPER 101	640-8590-65070	PAPER	09/28/2017	19.35
RIPPERGER, KURT	640-8550-63730	MOBILE DEVICE ALLOWANCE	10/01/2017	75.00
UNUM LIFE INSURANCE CO OF	640-8590-61550	LIFE, AD&D AND LTD INSURANCE	09/28/2017	41.59
WARREN CO ECONOMIC DEV	640-8590-62100	FY 17/18	09/28/2017	225.00
WELLS FARGO CCER	640-8550-65070	AMAZON MKTPLACE PMTSKeyboard Cover for Surface 4	09/11/2017	109.99
WELLS FARGO CCER	640-8550-63464	THEISENS #21Cable ties and material for aerial fiber.	09/20/2017	22.45
WELLS FARGO CCER	640-8550-62300	TASOSLunch for MCG meeting	09/01/2017	22.53

Total FIBER/COMMUNICATIONS FUND:

1,487.42

WATER CAPITAL PROJECTS FUND

CORE & MAIN	700-8100-67906	MATERIALS	09/20/2017	80.00
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Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MUNICIPAL SUPPLY INC	700-8100-67905	METERS	10/05/2017	1,347.00
Total WATER CAPITAL PROJECTS FUND:				1,427.00
ELECTRIC CAPITAL PROJECTS FUND				
AHLERS & COONEY P.C.	730-8200-64110	SERIES 2017C, ELECTRIC REVENUE CLN	09/30/2017	30,400.00
BENDON INDIANOLA MECHAN	730-8200-67900	INSTALL RADIANT HEATERS IN EAST IOWA STORAGE BUILDIN	10/05/2017	9,269.00
BRICK GENTRY P.C.	730-8200-67605	FTTH PROJECT, LOOKOUT POINT AGREEMENT	09/25/2017	75.00
BRICK GENTRY P.C.	730-8200-67245	TURBINE CONTROL PROJECT	09/25/2017	360.00
BRICK GENTRY P.C.	730-8200-67605	FTTH PROJECT, BIDDING ISSUES	09/25/2017	75.00
BRICK GENTRY P.C.	730-8200-67245	TURBINE CONTROL BID	09/25/2017	75.00
BRICK GENTRY P.C.	730-8200-67605	FTTH PROJECT, TELECOM HUT	09/25/2017	90.00
CALIX NETWORKS INC	730-8200-67601	100-03820 716GE-I INDOOR ONT & 100-02042 PS 700GE-I INDO	09/22/2017	6,066.18
EXCEL UTILITY CONTRACTOR	730-8200-67601	2017 FIBER TO THE HOME NETWORK BUILD	09/25/2017	287,419.32
KRIZ-DAVIS COMPANY	730-8200-67906	STREET LIGHT PHOTO CONTROLS	09/19/2017	237.66
KRIZ-DAVIS COMPANY	730-8200-67906	WIDE RANGE CT'S	09/22/2017	212.72
METERING & TECHNOLOGY SO	730-8200-67906	FORM 2S AND 4S ELECTRIC METERS	09/29/2017	6,580.50
POWER & TEL	730-8200-67601	GROUND RODS & BRASS TAGS	08/31/2017	7,115.61
POWER & TEL	730-8200-67601	ONT TA374 MDU 4P/4GE	09/29/2017	1,128.77
POWER & TEL	730-8200-67601	24X36X24 HANDHOLE	09/26/2017	9,044.45
POWER & TEL	730-8200-67605	WIRE #8 SOLID GREEN	09/20/2017	1,648.42
STUART C. IRBY CO	730-8200-67906	PRIMARY CABLE HEAT SHRINK	09/19/2017	703.79
TERRY-DURIN CO.	730-8200-67605	VAULTS - PC243624STB	09/15/2017	28,248.00
TERRY-DURIN CO.	730-8200-67605	1250 POUND PULLING TAPE	09/27/2017	174.90
TERRY-DURIN CO.	730-8200-67605	73 WATT LED LIGHT FIXTURES	09/27/2017	2,940.36
TREASURER STATE OF IOWA	730-8200-67312	GREAT IA TREASURER HUNT - BACKSTROM, JON	10/06/2017	100.00
WATTS ELECTRIC CO	730-8200-67903	RELOCATED 69KV TRANSMISSION LINE AT MARTENSDALE - R	06/29/2017	76,815.86
WELLS FARGO CCER	730-8200-67601	SP STUDIO FUSCO11x17 paper for FTTH construction maps.	09/27/2017	13.38
WELLS FARGO CCER	730-8200-67901	SENSAPHONECall box for new SCADA	09/28/2017	2,023.26
WESCO	730-8200-67605	TRACER WIRE	09/15/2017	1,588.95
WESCO	730-8200-67906	RED LOCATE PAINT - U-GUARD LAGS	09/20/2017	344.97
WESCO	730-8200-67906	PRIMARY CABLE 1/0	09/25/2017	11,605.00
WESCO	730-8200-67906	HEAT SHRINK TUBES	09/27/2017	459.03
WESCO	730-8200-67906	TRANSFORMER SECONDARY CONNECTORS	09/29/2017	963.00
WESCO	730-8200-67906	CREDIT FOR INVOICE 814860	10/09/2017	11,605.00-
WESCO	730-8200-67906	PRIMARY CABLE 1/0	10/09/2017	12,417.35
Total ELECTRIC CAPITAL PROJECTS FUND:				486,590.48
FIBER CAPITAL PROJECTS FUND				
BRICK GENTRY P.C.	740-8500-67401	NORWALK TO INDIANOLA PROJECT	09/25/2017	90.00
CDW GOVERNMENT INC	740-8500-67245	FIBER SURFACES & ACCESSORIES	08/30/2017	2,411.68
POWER & TEL	740-8500-67401	GROUND RODS, GROUND CLAMPS, WIRE #6 & WIRE CONNEC	09/28/2017	579.37
SMARTSOURCE CONSULTING	740-8500-67400	BROADBAND CONSULTING	10/11/2017	6,018.23
Total FIBER CAPITAL PROJECTS FUND:				9,099.28
ELECTRIC REVENUE BONDS FUND				
PEOPLES BANK	793-8202-68510	2015 ELECTRIC NOTE	10/01/2017	71,697.89
Total ELECTRIC REVENUE BONDS FUND:				71,697.89
CASH ALLOCATION FUND				
BOYD, MICHELLE	999-0000-11005	REFUND CREDIT ON ACCOUNT	10/10/2017	45.31
COPY PLUS	999-0000-11005	REFUND CREDIT ON ACCOUNT	10/03/2017	4.35
FANNIE MAE	999-0000-11005	REFUND CREDIT ON ACCOUNT	10/04/2017	.85
LOCKNER, SHAWN	999-0000-11005	REFUND CREDIT ON ACCOUNT	10/02/2017	8.08
MEYER, CINDY	999-0000-11005	REFUND CREDIT ON ACCOUNT	10/02/2017	8.92

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total CASH ALLOCATION FUND:				67.51
Grand Totals:				633,813.03

Board of Trustees: _____

IMU Regular Downstairs

4.B.

Meeting Date: 10/23/2017

Information

Subject

Minutes from October 9, 2017

Information

Fiscal Impact

Attachments

Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – OCTOBER 9, 2017

The Board of Trustees met in regular session at 5:30 p.m. on October 9, 2017 in the City Hall Council Chambers. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Jim McClymond, Mike Rozga, Adam Voigts and Deb White. Absent: Lesley Forbush.

The consent agenda consisting of the following was approved on a motion by McClymond and seconded by Rozga. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Claims list for October 2, 2017

Minutes from September 18 and 25, 2017

Salaries:

Aaron Rasko, Apprentice Line Mechanic, from Range 23-1 \$48,857/year to Range 23-2 \$51,301/year effective October 1, 2017

Combined Electric, Water and Communications Utilities Action Items

Melissa McCoy, HR Director, discussed the health insurance renewals for 2018. It was the consensus of the Board of Trustees to proceed with funding employee's HSA accounts with \$1,200 to coincide with the deductible/out-of-pocket maximum resetting and to retain the current fiscal plan year. It was also the consensus of the Board of Trustees to schedule a joint meeting between the Trustee and Council to further discuss the health insurance benefits and spousal carve out provision.

McClymond moved and Rozga seconded to approve the following resolution entitled, "RESOLUTION APPROVING EMPLOYMENT AGREEMENT WITH TOM GAFFIGAN AS GENERAL MANAGER". On roll call the vote was, AYES: White, Voigts, Rozga and McClymond. ABSENT: Forbush. Whereupon the Chairperson declared the motion carried unanimously.

RESOLUTION NO. 2017-217
RESOLUTION APPROVING EMPLOYMENT AGREEMENT WITH TOM GAFFIGAN
AS GENERAL MANAGER

(The complete resolution may be viewed at the City Clerk's Office)

Combined Electric, Water and Communications Utilities Informational Items – no report was presented.

Water Utility Action Items

White moved and McClymond seconded to accept the water main and the four-year water main maintenance bond for Ashton Park Plat #6. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Water Utility Informational Items – Water Superintendent Lou Elbert presented the water utility informational items.

Communications Utility Action Items

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost relative to the 2017 Telecommunication Hut Project for Indianola Municipal Utilities, Indianola, Iowa, the Chair called for any oral objections to the adoption of the

plans, specifications, form of contract and estimate of cost. No oral objections were offered and the City Clerk reported that no written objections had been filed.

Board Member White introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST" for the 2017 Telecommunications Hut Project, and moved that it be adopted. Board Member Rozga seconded the motion to adopt. The roll was called and the vote was, AYES: Voigts, Rozga, McClymond and White. NAYS: None. ABSENT: Forbush. Whereupon the Chair declared the following resolution duly adopted:

RESOLUTION NO. 2017-218

RESOLUTION ADOPTING PLANS, SPECIFICATIONS,
FORM OF CONTRACT AND ESTIMATE OF COST
For the 2017 Telecommunications Hut Project

(The complete resolution may be viewed at the City Clerk's Office)

Communications Utility Informational Items - Director of Telecommunications Kurt Ripperger presented the Communications Utility Informational items. The Board received an updated report from Curtis Dean, Smart Source Consulting.

Electric Utility Action Items

Change order #1 in an amount of (\$37,139.00) for the Turbine 7 Control Replacement Project was approved on a motion by McClymond and seconded by White. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Electric Utility Information Items – Electric Superintendent Mike Metcalf presented the electric utility informational items.

It was moved by Rozga and seconded by White to go into closed session in accordance with Iowa Code Section 21.5(1)(c) to discuss to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. On roll call the vote was, AYES: McClymond, White, Voigts and Rozga. NAYS: None. ABSENT: Forbush. Whereupon the Chairperson declared the motion carried unanimously.

McClymond moved and White seconded to return to regular session. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Rozga moved and White seconded to go into closed session in accordance with Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body. On roll call the vote was, AYES: White, Voigts, Rozga and McClymond. NAYS: None. ABSENT: Forbush. Whereupon the Chairperson declared the motion carried unanimously.

White moved and Rozga seconded to return to regular session. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Meeting adjourned at 7:05 p.m. on a motion by White and seconded by Rozga.

Adam Voigts, Chair

Diana Bowlin, City Clerk

IMU Regular Downstairs

4.C.

Meeting Date: 10/23/2017

Information

Subject

Salaries

Information

Jason Henle, Lead Line Mechanic, from Range 27-2 \$69,313/year (includes longevity) to Range 27-3 \$72,759/year (includes longevity) effective October 15, 2017

Ron Bowlin, Generation & Metering Tech 1, from Range 21-2 \$48,776/year (includes longevity) to Range 21-3 \$50,714/year (includes longevity) effective October 15, 2017

Fiscal Impact

Attachments

PCN's



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Jason Henle

Effective Date (must be at beginning of a pay period, except new hires): 10/15/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☒

Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Lead Line Mechanic	Lead Line Mechanic
STATUS	FT	FT
PAY RANGE	R27-2	R27-3
PAY RATE W/OUT LONGEVITY	68,913 / 33.131	72,359 / 34.788
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	69,313 / 33.324 (\$400 long)	72,759 / 34.980 (\$400 long)
EXEMPT/NONEXEMPT	Non Exempt	Non Exempt
DEPARTMENT NAME	Electric	Electric
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Satisfactory annual review.

APPROVALS:

Dept Head: 

Date: 10-17-2017

Human Resources: 

Date: 10/18/17

Finance (pay changes only): 

Date: 10/18/17

City Manager or GM: _____

Date: _____

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Ron Bowlin

Effective Date (must be at beginning of a pay period, except new hires): 10/15/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☒

Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Generation & Metering Tech I	Generation & Metering Tech I
STATUS	FT	FT
PAY RANGE	R21-2	R21-3
PAY RATE W/OUT LONGEVITY	48,426 / 23.282	50,364 / 24.213
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	48,776 / 23.450 (\$350 long)	50,714 / 24.382 (\$350 long)
EXEMPT/NONEXEMPT	Non exempt	Non exempt
DEPARTMENT NAME	Electric	Electric
ACCOUNT NUMBER		
FTE	1.0	1.0

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

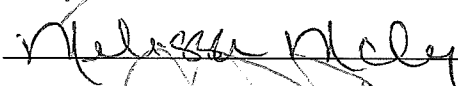
Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Satisfactory annual review.

APPROVALS:

Dept Head: 

Date: 10-17-2017

Human Resources: 

Date: 10/18/17

Finance (pay changes only): 

Date: 10/18/17

City Manager or GM: _____

Date: _____

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

Information

Subject

Consider design services for the new Electric Department line shop

Information

Requests for architectural, structural, mechanical engineering services for the new Electric Department Line Shop, were sent out by our Construction Management Services Agent - Downing Construction. Four companies had interest in the project with the following two submitting proposals.

Company	Base Price	Additional Costs	
ETHOS Design Group	\$69,500	Interior Design Services – Hourly not to exceed \$5,000 Plus reimbursable expenses	
SVPA Architects	\$76,300	Interior Design Services - \$8,500 Plus reimbursable expenses	

Mike Metcalf and Ross Dix with Downing Construction met with ETHOS Design Group to review the proposal. They believe ETHOS can complete the project as stated in the RFP.

Staff recommendation is to approve ETHOS Design Group's proposal.

Simple motion is in order.

Fiscal Impact

Attachments

ETHOS
Architect Evaluation



ETHOS
DESIGN GROUP

STATEMENT OF QUALIFICATION

INDIANOLA MUNICIPAL UTILITIES
NEW LINE SHOP AND ADMIN OFFICES

FOR: DOWNING CONSTRUCTION
TEAM: ETHOS DESIGN GROUP, INC.
DATE: OCTOBER 5, 2017

ARCHITECTURE • INTERIOR DESIGN

Downing Construction
Ross Dix, Director of Preconstruction
Justin Brown, Partner
2500 West 2nd Avenue
Indianola, IA 50125

RE: Statement of Qualification - IMU New Line Shoppe and Admin Offices

Dear Mr. Dix and Mr. Brown:

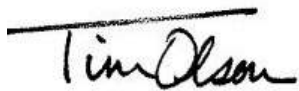
Thank you for including ETHOS Design Group in your selection process for the new IMU Line Shop and Administrative Offices. Enclosed you'll find our response to your Request for Proposal, addressing the issues you requested.

The IMU project has an aggressive schedule with 100% Construction Documents due before Thanksgiving. At ETHOS, we are customer focused, schedule driven, and budget conscious. We excel at tight budgets and schedules. Where others may linger, we design with purpose and get the job done right, the first time. We have proven this to our clients with ZERO litigation claims or settlements not just in the past 5 years, but in our Principal's entire 24 year career. Our clients trust us with their projects because we are driven to provide the same exceptional standard of service to all our clients no matter their budget.

ETHOS Design Group along with Saul and KCL Engineering, is a team of responsive and talented design professionals that have developed a reputation for providing practical and affordable design solutions for our clients. You'll find that our brand of TEAM work can help make the IMU project an efficient, affordable, and enjoyable experience. With Saul and KCL, our TEAM has completed projects very similar to the IMU project, including for City of Panora Public Works, Ames Community School District, and University of Iowa with a combination of administrative offices and maintenance/storage bays.

Thank you for your consideration of ETHOS Design Group! If you have questions about our Proposal, Scope of Work, Deliverables or Fee Structure, please contact us and we will be happy to discuss details with you in person. We want to be affordable for our clients, while still covering the cost of design. We will begin working on your project immediately once we have received a signed proposal.

With Passion, Purpose and Integrity,



TIM OLSON, AIA, LEED AP
PRINCIPAL | MANAGING PARTNER

ETHOS DESIGN GROUP, INC.

119 SECOND STREET, PO BOX 169
POLK CITY, IOWA 50226
515.984.3077
515.480.4088
tim.olson@ethos.archi

The image features a solid yellow background. In the center, there is a large white circle. Inside this circle, the text "TAB 1" is positioned above the words "BUSINESS" and "INFORMATION", which are stacked vertically. The text is in a bold, white, sans-serif font. In each of the four corners of the yellow background, there is a white L-shaped bracket or corner symbol.

TAB 1

BUSINESS

INFORMATION

MISSION

ETHOS DESIGN GROUP IS DRIVEN BY OUR DESIRE TO HELP CLIENTS BE SUCCESSFUL.

SERVICES

- ARCHITECTURE
- INTERIOR DESIGN
- SPACE/MASTER PLANNING
- PROJECT MANAGEMENT
- DRAFTING/DRAWING/CAD

ORGANIZATION

SUBCHAPTER "S"
CORPORATION
IRS EIN: 46-3306252
BUSINESS No.: 460057

LOCATION

ETHOS DESIGN GROUP, INC.
119 SECOND STREET
POLK CITY, IA 50226
515-984-3077
WE DO NOT FAX
WWW.ETHOS.ARCHI

MAIN CONTACT

TIM OLSON | PRESIDENT
TIM.OLSON@ETHOS.ARCHI

EMPLOYEES

- LICENSED ARCHITECTS - 2
- INTERN ARCHITECTS - 1
- INTERIOR DESIGNERS - 2
- CAD TECHNICIANS - 1
- ADMIN SUPPORT - 1

HISTORY

PASSIONATE DESIGN. PURPOSEFUL SERVICE.
WE BELIEVE IN DESIGN THAT EMBODIES THE CLIENT'S VISION.

ETHOS Design Group is an Architecture and Interior Design firm specializing in the following markets throughout the United States: Higher Education, Corporate, K-12, Healthcare, Municipal, Multi-Family, and Worship.

ETHOS Design Group is committed to providing personal attention, continuity of service, and effective project management to our clients. Our highly qualified staff values our relationships with clients, consultants, and contractors. We understand the value of TEAM work is to provide practical and affordable design solutions to YOU, our client. Our goal is to provide you with the highest value possible for your design and construction dollar.

ETHOS Design Group was founded in 2012 as Big Creek Design Group by architect Tim Olson. ETHOS is located in Polk City, Iowa, located between Saylorville Lake and Big Creek State Park, 20 minutes from Des Moines and Ames, and centrally located within the State of Iowa. Our current firm name was implemented in 2017.

ETHOS Design Group currently has 22 projects in varying stages of design or construction that we are actively leading or supporting. Your IMU project schedule and requirements will fit in well with our projected workload.

APPROACH

WE LISTEN. WE COLLABORATE. WE DESIGN. WE BUILD.
WITH PASSION, PURPOSE, AND INTEGRITY.

Your time is money. Your time has value. ETHOS Design Group is customer focused, schedule driven, and budget conscious. Where others linger, we design with purpose to get the job done right, the first time.

COMMITMENT TO OUR CLIENTS

PRACTICAL. AFFORDABLE. FUNCTIONAL. GOOD DESIGN...
CREATES A SENSE OF PLACE WITHOUT BEING UNNECESSARILY COMPLEX.

ETHOS Design Group is committed to providing design solutions which reduce environmental impact and make a difference to our clients. We design buildings to last and improve the quality of life in their indoor and outdoor spaces.





FIRM HISTORY



Saul Engineering is committed to providing creative, forward-thinking structural design for the built environment. The staff of twelve is best known for helping to shape ambitious buildings throughout Iowa and across the country. From concept through construction, Saul's team seeks solutions that are graceful and sensitive to the entire context of the project.



Saul Engineering has experience in a variety of project services, our support can range from partial design of small projects to full structural design, documentation and construction administration of large projects. Saul Engineering is currently an active design team member in 63 projects, ranging in size and timeline. We anticipate meeting the workload requirements and schedule set forth by ETHOS Design Group.

Our continued collaboration with ETHOS is an association that we value and feel that when teaming together, we are able to meet the needs and desires of our client.

ORGANIZATION

SUBCHAPTER "S" CORPORATION
IRS EIN: 26-3866551
BUSINESS No.: 372329



LOCATION

SAUL ENGINEERING
4308 UNIVERSITY AVENUE
DES MOINES, IOWA
515-279-3900
WE DO NOT FAX
WWW.SAUL.ENGINEERING



MAIN CONTACT

BRAD STORK, PE | PRESIDENT
BSTORK@SAUL.ENGINEERING

EMPLOYEES

- ENGINEERS - 8
- TECHNICIANS - 2
- MARKETING / DEVELOPMENT - 1
- ADMINISTRATIVE SUPPORT - 1

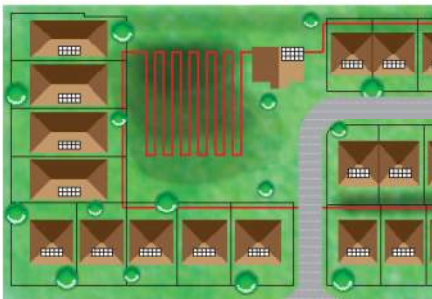
KCL

ENGINEERING



UNIQUE ENERGY MOVEMENT

Utilizing energy movement techniques in new and different ways has helped our clients solve problematic facility challenges.



NET ZERO COMMUNITY DEVELOPMENT

KCL designed a community in northwest Iowa using renewable energy (geothermal and solar) and energy-efficient building techniques. The community operates at near net zero energy.

FIRM HISTORY

At KCL Engineering, we have made it our mission to redefine consulting engineering. We are proud to have senior-level engineers serving clients from start to finish in a culture that promotes flexibility and versatility. At the heart of our business model you will see people - not process - put first. To offer the best of our resourcefulness and innovation, we've eliminated superfluous meetings and processes to keep what really matters - our clients - at the forefront of daily operations. We nurture personal relationships with clients, peers and each other by simply being flexible and friendly, not demanding and structured. Walk into our shop and you will find a workplace that is collaborative and fun, filled with interesting people on a continuous quest to offer a breakthrough "engineering experience" to all we serve.

KCL Engineering provides Mechanical, Plumbing, Electrical, Lighting, and Technology consulting services with a heavy emphasis on energy efficiency within an integrated design process.

ORGANIZATION

LIMITED LIABILITY COMPANY
IRS EIN: 39-2068155
BUSINESS No.: 355445

LOCATION

KCL ENGINEERING
218 1/2 5TH STREET
WEST DES MOINES, IOWA
515-724-7938
WE DO NOT FAX
WWW.KCLENGINEERING.COM

MAIN CONTACT

NICK JOHNSON, PE
NJOHNSON@KCLENGINEERING.COM

EMPLOYEES

- LICENSED ENGINEERS - 11
- ENGINEERING DESIGNERS - 14
- LIGHTING DESIGNERS - 1
- ADMINISTRATIVE SUPPORT - 4

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TAB 2

PROJECT APPROACH

OUR FIRM'S ABILITY TO ACCOMPLISH YOUR SCOPE OF SERVICES & GOALS

ETHOS Design Group has done several Office / Warehouse projects in the past 5 years. Most similar was a 28,800 sf Office / Warehouse for RCS millwork located in Saydel / Polk County. Our services for that project were delivered in 8 weeks. The only slow-down on the project was Site Plan approval by Polk County.

We have staff time available and a designer that will be assigned to this project full time. Most often we find that small project teams are the most efficient. When we assign a team to a project, they work on that project from start to finish, from Programming through Construction. There's no better way to staff a project.

OUR FIRM'S APPROACH TO QUALITY CONTROL/ASSURANCE PROCEDURES

ETHOS Design Group's Company QC procedure includes Principal Review of drawings and specs at the following milestones:

1. Design Development Completion
2. 50% Construction Document Completion
3. 95% Construction Document Completion

We have developed a reputation of providing clear, concise and comprehensive documents. Contractors tell us "It has been a long time since we've seen good drawings like these." For your project and every project, those are the standards we uphold.

OUR FIRM'S APPROACH TO CODE COMPLIANCE

The only way to be compliant with codes is to know what the current codes are in the City of Indianola. We are familiar with the City's adopted codes, but we will ask again to confirm, and we'll need to download a current copy of the City's zoning ordinance for the proposed site.

ETHOS Design Group has a thorough working knowledge of IBC 2012, IBC 2015, Iowa life safety code, and ANSI's ADA Requirements. Codes that apply to this project will be IBC 2012 or 2015 and ADA. The Occupancy Classification should be S1: Storage. The offices are either ancillary space to the Storage, or the office portion may be classified as Group B: Office. Once programming is complete and approved by the Owner, we will provide a complete Code Analysis of the proposed building, which will identify any potential challenges.

OUR FIRM'S APPROACH TO TEAM MANAGEMENT OF THE PROJECT BUDGET

With any project it's important to have a clearly defined budget, and to understand the Owner's budget, project goals and responsibilities. We are assuming the CM (Downing Construction) has already had a conversation about budget and we're guessing the Owner has already been provided with a Cost Opinion. If not, this should be done as soon as possible.

Since this project has a Construction Manager in place, our roles and responsibilities are pretty clear. ETHOS Design Group and its Consultants are responsible for design and Downing Construction will provide the Cost Estimate.

OUR FIRM'S USE OF ENERGY SAVING DESIGN - BEYOND MERE DESIGN

We understand a Pre-engineered metal building is being proposed for this project. This building type typically uses vinyl faced blanket insulation that is often "squeezed" or compressed between wall and roof purlins and the corrugated metal wall and roof sheathing. This building type is often regarded as one of the less efficient building envelopes available. Better choices for this project type would be insulated metal panels with rigid insulation (R-30), or an SIPS building or Structural Insulated Panel System (R-33 for 8" system).

Energy Savings for a Pre-engineered metal building envelope will be minimal, even with an upgraded insulation system. We would design a lighting system with LED lights for low energy consumption as well as highly efficient mechanical systems such as VRF and radiant floor heating coupled with natural ventilation using operable windows to reduce mechanical ventilation air needs. These systems focus energy savings when compared to typical lighting and mechanical systems.

Other Opportunities include:

1. Considering an upgrade insulation package for the Pre-engineered metal building.
2. Choosing a higher quality more energy efficient insulated overhead door with a metal door skin on both interior and exterior of the door.

A DETAILED SCHEDULE FOR YOUR PROJECT

Your project at Indianola Municipal Utilities has an aggressive schedule that we believe is attainable, provided that the design decisions are timely.

1. **CODE OVERVIEW:**
 - a. Confirm Building Occupancy Classification, Construction Type.
 - b. Determine Sprinkler Requirements
2. **PROGRAMMING MEETING:** One 2-3 hour meeting with Owner to review and finalize Building Program.
 - a. Space Program: quantity, location and arrangement of spaces.
 - b. Structural System: Consider Options, Select, Finalize Structural Systems
 - c. Mechanical System(s): Shop area, Office Area
 - d. Plumbing Program: Flush Valves, fixture type(s), address sprinkler requirements if required.
 - e. Electrical: Power Requirements
 - f. Lighting Requirements: Shop area, Office Area, Parking Lot & Building Exterior
 - g. Interior Finishes, if required.
3. **CONCEPT DESIGN:** Architecture and space plan: 2-3 days (10-12 hours)
 - a. Deliverables: Floor Plan, Building Elevations, Building Section(s)
 - b. Owner Review and Approval of Concept Design: 2 days.
 - c. Final changes to Concept Design: Address Owner Comments
 - d. Final Owner Approval: 2 days

- e. We are assuming the Owner can respond with FINAL Approval in short order. Owner approval is required for the project to move forward on schedule. Changes to the Design after this stage may delay the progress of the project.
 - f. Submit for CM and Owner approval. Wait for Notice to Proceed.
4. **DESIGN DEVELOPMENT:** 2-3 weeks, not including Owner Review. Assuming Schematic Design is approved by Owner, we will provide the following Deliverables. Finalize and develop designs for:
- a. Structural Systems
 - b. Mechanical Systems
 - c. Plumbing Systems
 - d. Electrical Systems
 - e. Lighting Design
 - f. Interior Finishes
 - g. Architecture: Develop Building Sections, Ceiling Plan(s), Door Schedule.
 - h. Outline Spec, identifying critical items
 - i. Submit DD Documents for CM and Owner approval. Wait for Notice to Proceed.
5. **CONSTRUCTION DOCUMENTS:** 2-3 weeks, not including Owner Review. Assuming DD is approved we will provide the following Deliverables:
- a. Architecture:
 - i. Code Review / Code Plan
 - ii. Floor Plan, Ceiling Plan, Roof Plan
 - iii. Building Elevations, Building Section(s)
 - iv. Construction Details
 - v. Door Schedule, Window Schedule.
 - vi. Room Finish Schedule (identifying the types of materials)
 - vii. COMCHECK
 - b. Structural Drawings:
 - i. Foundation Plan and details
 - ii. Performance Requirements for PEMB.
 - iii. Structural Details, Structural Calcs
 - iv. Specs for Project Manual

- c. Mechanical:
 - i. HVAC Distribution drawings
 - ii. Schedules and Details
 - iii. Specs for Project Manual
 - iv. COMCHECK
 - d. Plumbing:
 - i. One-line diagram.
 - ii. Fixtures Schedules,
 - iii. Specs for Project Manual
 - e. Electrical:
 - i. One line drawing(s)
 - ii. Power Plan, Equipment Schedules,
 - iii. Lighting Plan, Schedules
 - iv. Specs for Project Manual
 - f. Submit CD's for CM and Owner for Bidding and Construction
6. **BIDDING SUPPORT:** Schedule determined by CM
- a. Respond to Questions
 - b. Review Substitution Requests
 - c. Issue Addenda.
7. **CONSTRUCTION SUPPORT:**
- a. Review Submittals
 - b. Site Observation: 3 Site Visits for Architecture, 2 MEP, 1 Structural, plus punch list.
 - c. Pay Requests: NIC. Reviewed by CM



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TAB 3

RELEVANT EXPERIENCE

● NEW OFFICE & PRODUCTION SHOP

RCS MILLWORK | SAYDEL, IOWA



RCS Millwork desired a new office and production shop to accommodate their growing business needs. ETHOS Design Group was engaged to design a single story structure to house RCS's corporate office and warehouse, as well as provide one additional tenant space. The building was constructed using a Pre-engineered Metal Building structure with structural vinyl faced blanket insulation.

● PROJECT TEAM

- ETHOS Design Group: Design Firm of Record
- Tim Olson: Architect
- Kevin Stromert: Intern Architect
- Heather Hoffman: CAD Technician
- Saul Engineering

● PROJECT DETAILS

TYPE: NEW CONSTRUCTION

BEGINNING DATE: MARCH 2016

COMPLETION DATE: NOV. 2016

SIZE: 28,800 SF

NO. OF RFI'S: 1

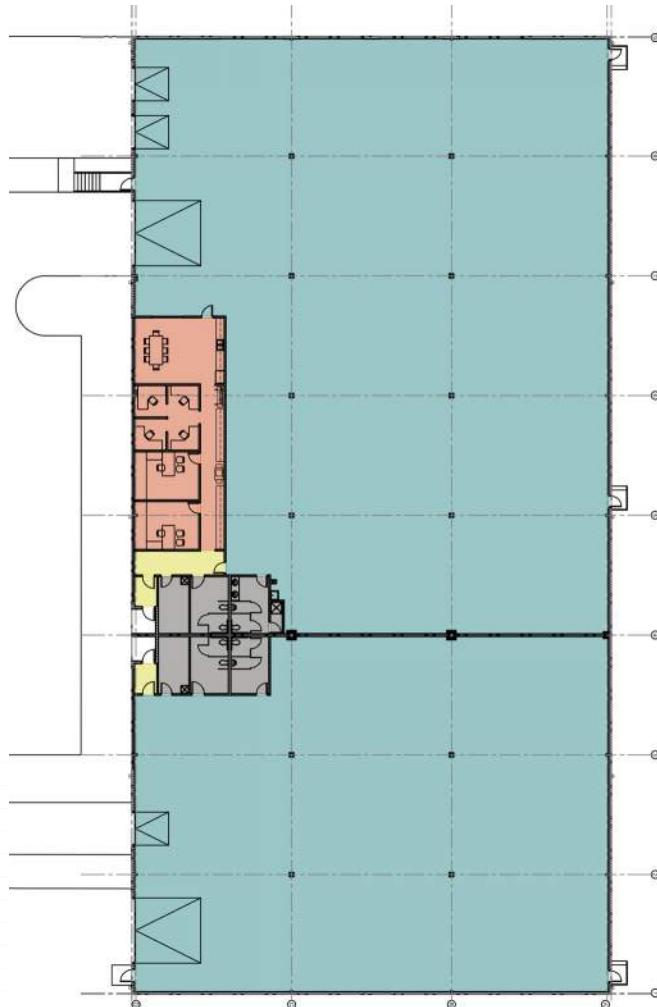
NO. OF CHANGE ORDERS: 0

ORIGINAL BUDGET: \$2,000,000

FINAL COST: \$1,500,000

● CONTACT

JOE KELLER
OWNER
515.250.4437



➤ NEW OFFICE & WAREHOUSE

ASI CONTRACTING | EMMETSBURG, IOWA



ASI Contracting provides construction services for the agricultural community, alongside tire sales and automotive repairs. ASI growing business needed a new office, warehouse, and showroom space on a new site in Emmetsburg, Iowa. The building envelope will be a pre-engineered metal building with commercial build-out for the office area. ETHOS Design Group provided conceptual drawings and floor plans for the project. ASI is in the process of identifying a new site.

➤ PROJECT TEAM

- ETHOS DESIGN GROUP:
DESIGN FIRM OF RECORD
- TIM OLSON: ARCHITECT
- HEATHER HOFFMAN: CAD
TECHNICIAN
- SAUL ENGINEERING

➤ PROJECT DETAILS

TYPE: NEW CONSTRUCTION

BEGINNING DATE: MAY 2017

STATUS: ON HOLD FOR NEW SITE

SIZE: 12,641 SF

NO. OF RFI'S: N/A

NO. OF CHANGE ORDERS: N/A

ORIGINAL BUDGET: \$1,500,000

FINAL COST: TBD



➤ CONTACT

DOUG MUNN
COMMERCIAL DIVISION MANAGER
641.530.0229



VEENKER GOLF COURSE MAINTENANCE FACILITY

IOWA STATE UNIVERSITY | AMES, IOWA

Iowa State University's Veenker Golf Course lies largely in the flood plain of the Skunk River in Ames. The Golf Course Maintenance Facility sat low on the property and had been flooded three times in a 10 year period. ETHOS Design Group was engaged to design a new two-story Maintenance Facility on higher ground, with a lower level storm shelter for the adjacent City Park. A gypcrete floor was poured on plywood for the office area of the upper level, and slab-on-grade construction provided the floor for the shop and storm shelter. Exterior walls were structural metal studs with spray foam insulation and R25 exterior walls, with 1" of rigid insulation outboard of the stud cavity. A metal roof was installed on builders trusses with R42 blown fiberglass insulation.



PROJECT TEAM

- ETHOS DESIGN GROUP: DESIGN FIRM OF RECORD
- TIM OLSON: ARCHITECT
- HEATHER HOFFMAN: CAD TECHNICIAN
- SAUL ENGINEERING

PROJECT DETAILS

TYPE: NEW CONSTRUCTION

BEGINNING DATE: APRIL 2014

COMPLETION DATE: DEC. 2014

SIZE: 6,750 SF

NO. OF RFI'S: 5

NO. OF CHANGE ORDERS: 1

ORIGINAL BUDGET: \$724,400

FINAL COST: \$742,265



CONTACT

JOHN NEWTON
SUPERINTENDENT GOLF COURSE
515.291.6864

● A NEW PUBLIC WORKS FACILITY

PANORA PUBLIC WORKS | PANORA, IOWA

Panora Public Works had outgrown their facility in downtown Panora and they were lacking yard space. The City turned to ETHOS Design Group to design their new facility on the edge of town on a 5 acre site. Their new facility has 5 overhead doors with double-deep bays to park 10 trucks, a wash bay, and an office space for the Public Works Staff. A SIPS Wall system was selected with 8" structural insulated wall



panels with an R33 for the exterior walls. The roof system was a 4:12 - 1.5:12 scissor truss with R42 fiberglass insulation in the attic. Low Bid was \$418,500, with \$42,000 in owner initiated changes for a total project cost of \$460,000, plus design fees.

● PROJECT TEAM

- ETHOS DESIGN GROUP:
DESIGN FIRM OF RECORD
- TIM OLSON: ARCHITECT
- HEATHER HOFFMAN: CAD
TECHNICIAN
- SAUL ENGINEERING



● PROJECT DETAILS

TYPE: NEW CONSTRUCTION

BEGINNING DATE: 2012

COMPLETION DATE: 2014

SIZE: 8,400 SF

NO. OF RFI'S: 0

NO. OF CHANGE ORDERS: 3

ORIGINAL BUDGET: \$475,000

FINAL COST: \$437,580

● CONTACT

LISA GROSSMAN
CITY ADMINISTRATOR
641.755.2164

● WEST CAMPUS TRANSPORTATION CENTER

UNIVERSITY OF IOWA | IOWA CITY, IOWA

Designed for the university in association with the research hospital, the 10,000 square foot bus interchange and Parking & Transportation Offices consolidates functions previously spread throughout campus. The site presented significant design challenges for the team. The web of underground utilities feeding the University's hospital left little flexibility in foundation design.

Originally conceptualized as two buildings, stacking the bus terminal and offices accomplished the same functions in less land use and building material.



An additional component of the project is the enclosed skywalk that connects the terminal to the hospital. Along the 750-foot bridge, there were only six locations where caissons would not interfere with underground utilities. The engineers came up with the solution of hanging the skywalk floor supports from the roof beams overhead with stainless steel rods. The final product provides a safe transit for users flooded with natural light.

● PROJECT TEAM

- SAUL ENGINEERING:
STRUCTURAL ENGINEER

● STRUCTURAL PROJECT DETAILS

TYPE: NEW CONSTRUCTION

BEGINNING DATE: FALL 2011

COMPLETION DATE: AUG. 2012

SIZE: 11,700 SF

NO. OF RFI'S: 7

NO. OF CHANGE ORDERS: 0

PROJECT EST. COST: \$13,000,000

● CONTACT

KRISTA SCRANTON
UNIVERSITY OF IOWA
SENIOR CONSTRUCTION PROJECT
MANAGER
515.384.2178



● AMES CSD FACILITIES MAINTENANCE AND BUS STORAGE BUILDING

AMES CSD | AMES, IOWA



This new facility for Ames Community School District provides a centralized location to store the district's bus fleet with ample space for maintenance and inspection. Additionally, management offices are housed in the facility to oversee all fleet operations as well as maintenance needs of the district's facilities.

The building is a pre-engineered steel building. The offices and training space are conditioned by a VAV air handling unit ducted to VAV boxes and are controlled individual by thermostat in each space. Fleet storage is heated by hot water unit heaters and in-floor radiant with air circulation provided by overhead fans. The space is ventilated by intake louver and exhaust fan which utilize CO and NO₂ sensors to control the purging of noxious gases. Welding, Woodworking, Mechanic Bays, and Bus Mechanic Bays are heated with hot water unit heaters. Ventilation occurs through a series of intake louvers and exhaust fans. The Mechanics Bay also has a gas fired infrared tube heater for supplemental heat in the space. The Wash Bay is heated by a hot water blower coil, ducted with non-corrosive duct/air terminals.

● PROJECT TEAM

• KCL ENGINEERING: MEP ENGINEER

● MEP PROJECT DETAILS

TYPE: NEW CONSTRUCTION

BEGINNING DATE: MAY 2016

COMPLETION DATE: JUNE 2017

SIZE: 41,500 SF

NO. OF RFI'S: 8

NO. OF CHANGE ORDERS: 7

MEP COST OPINION: \$2,008,000



● CONTACT

GERRY PETERS, DIRECTOR OF
FACILITIES PLANNING & MGMT
515.239.3795

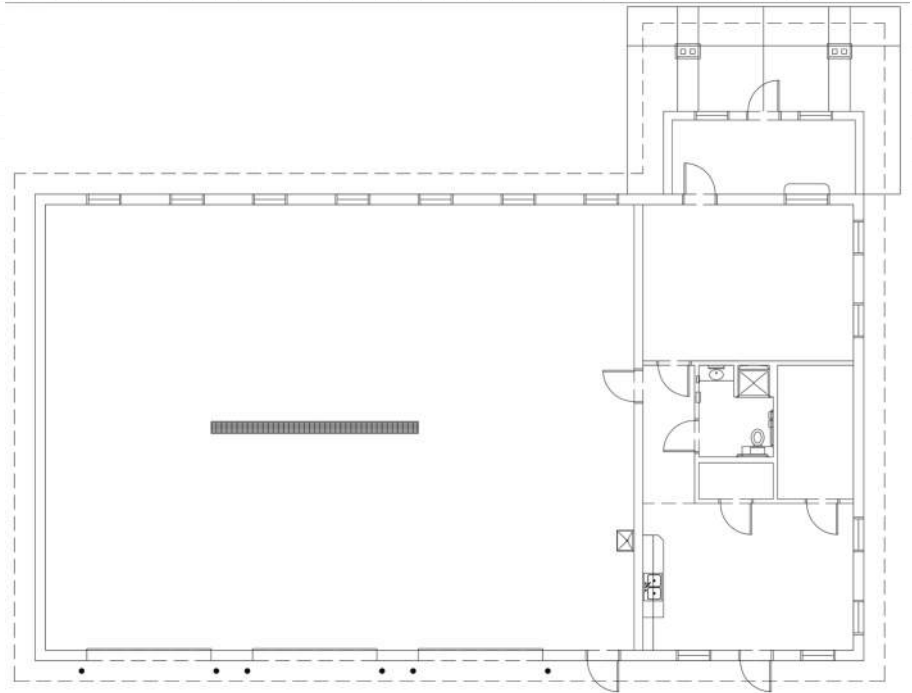
● IOWA DEPARTMENT OF NATURAL RESOURCES SHOP & OFFICE BUILDINGS

STATEWIDE

Over the course of three IDIQ contracts spanning several years with the Iowa DNR, KCL Engineering has designed five shop and office buildings across the state.

The IDNR Green Valley Office and shop building was designed with building system efficiency in mind but the team also focused on keeping equipment costs economical. A hydronic radiant floor heating system was installed throughout the entire building using a small condensing boiler to keep a consistent slab temperature throughout the winter months. This allowed the building to maximize heating efficiency due to heat naturally rising from below the occupants without the energy consumption of a forced air system.

During the summer months a highly efficient variable refrigerant flow (VRF) system was used to cool the office space. Throughout the entire year the requirement for mechanical ventilation was eliminated due to strategically located operable windows to reduce energy bills and maintenance requirements. Also, industry leading LED lighting technology was coupled with an automated lighting control system to provide maximum energy efficiency for the owner.



● PROJECT TEAM

- KCL ENGINEERING: MEP ENGINEER

● MEP PROJECT DETAILS

TYPE: NEW CONSTRUCTION

BEGINNING DATE: JULY 2015

COMPLETION DATE: AUG. 2018

SIZE: 3,500 SF

NO. OF RFI'S: 0

NO. OF CHANGE ORDERS: 0

MEP COST OPINION: \$9,000,000

● CONTACT

RYAN RICHEY, ARCHITECT
IOWA DEPT OF NATURAL
RESOURCES
515.979.0107

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TAB 4
PROJECT TEAM
SUMMARY

**ETHOS DESIGN GROUP****TIM OLSON**AIA, NCARB, LEED AP
PRINCIPAL | MANAGING PARTNER**KEVIN STROMERT**ASSOCIATE AIA
INTERN ARCHITECT**HEATHER HOFFMAN**

DESIGNER | CAD TECHNICIAN

SAUL ENGINEERING**BRAD STORK**PE
PROJECT MANAGER | STRUCT. ENGINEER**NATHAN KRESS**PE
STRUCTURAL ENGINEER**KCL ENGINEERING****NICK JOHNSON**PE
ELECTRICAL ENGINEER**CHAD BASS**PE
MECHANICAL ENGINEER,
ASSOCIATE



TIM OLSON | ETHOS DESIGN GROUP

AIA, NCARB, LEED AP

PRINCIPAL | MANAGING PARTNER

IMU PRINCIPAL-IN-CHARGE | PROJECT MANAGER

Tim is founder of ETHOS Design Group, with 24 years of experience leading and designing projects for some of the largest firms in Iowa. Tim is passionate about providing organized, thoughtful leadership for all of his clients, and he excels at managing design teams on complex projects with tight schedules and budgets.

EDUCATION

1993: MASTER'S OF ARCHITECTURE
IOWA STATE UNIVERSITY, AMES, IA

LICENSES

STATE OF IOWA: 05150

STATE OF ILLINOIS: 001.023107

STATE OF NEBRASKA: A-4579

STATE OF MINNESOTA: 55000

STATE OF WISCONSIN: 12322-5

EXPERIENCE

APRIL 2012 - PRESENT:

PRINCIPAL | MANAGING PARTNER
ETHOS DESIGN GROUP, INC.
POLK CITY, IA

JULY 2010 - APRIL 2012:

FOCUS MARKET LEADER | PROJECT MANAGER | ARCHITECT
RDG PLANNING & DESIGN
DES MOINES, IA

1999 - JULY 2010:

PRINCIPAL | VICE PRESIDENT | PROJECT MANAGER | ARCHITECT
SVPA ARCHITECTS, INC.
WEST DES MOINES, IA

1998 - 1999:

PROJECT MANAGER | ESTIMATOR
ARCHITECTURAL ARTS (MILLWORK MANUFACTURING COMPANY)
DES MOINES, IA

1993 - 1998:

INTERN ARCHITECT | IT MANAGER
FEH ASSOCIATES
DES MOINES, IA

RELEVANT PROJECT EXPERIENCE

1. ASI Contracting: New Office & Warehouse. Emmetsburg, IA. 2017
2. RCS Millwork: New Office & Warehouse. Saylorville Township, IA. 2016
3. Panorama Public Works: New Public Works Facility. Panorama, IA. 2014
4. Iowa State University: New Golf Course Maintenance Facility. Ames, IA. 2014

MUNICIPAL PROJECT EXPERIENCE

1. City of Newton: Renovation to Maytag Park House. 2017
2. IA Army Nat'l Guard: Camp Dodge S30 Maintenance Bldg Repairs. 2017
3. City of Polk City: Facility Study for Police Department. 2016
4. City of Newton: Facility Evaluation for Maytag Park Caretaker's House. 2016
5. City of Newton: Golf Course Clubhouse Master Plan, Newton, Iowa. 2015
6. City of Knoxville - Wall Replacement for CSE. 2015
7. City of Panorama: New Public Works Facility, Panorama, Iowa. 2014
8. City of Polk City: Signage Package, Polk City, Iowa. 2014
9. City of Clive: Re-roof Public Works Facility, Clive, Iowa. 2013
10. City of Clive: New Overhead Door, Man Door & Renovation. 2014
11. City of Belle Plaine: Downtown Facade Restoration. 2012*

INDUSTRIAL PROJECT EXPERIENCE

1. UBEquity, LLC: Climate Controlled Storage Facility. Ankeny, Iowa. 2017
2. Pioneer: Bulk Storage Addition. Cherokee, Iowa. 2017
3. Oskaloosa Foods: Building Addition. Oskaloosa, Iowa. 2016
4. Pioneer Probox Wash. Mcleansboro, Illinois. 2016
5. Pioneer: Box Wash. Tipton, Indiana. 2015
6. Pioneer: Box Wash. Renwick, Iowa. 2015
7. Barilla Tower Addition. Ames, Iowa. 2015
8. Excel Engineering: Diagonal, Iowa. 2014

* PROJECTS COMPLETED WITH A PREVIOUS EMPLOYER.



KEVIN STROMERT | ETHOS DESIGN GROUP

ASSOCIATE AIA

INTERN ARCHITECT

IMU PROJECT ARCHITECT | CONSTRUCTION ADMINISTRATION

Kevin is a solid, production-oriented Intern Architect with good design sense and an eye for details. Clients enjoy working with Kevin because his professional approach and attention to detail assures nothing falls through the cracks and the project keeps moving. Kevin provides high quality design services for our clients at ETHOS Design Group.

EDUCATION

2015: BACHELOR OF ARCHITECTURE
IOWA STATE UNIVERSITY,
AMES, IA

EXPERIENCE

MAY 2014 - PRESENT:
INTERN ARCHITECT
BIG CREEK DESIGN GROUP, INC.
POLK CITY, IA

AWARDS

2015 CSI AWARD RECIPIENT
CONSTRUCTION SPECIFICATIONS
INSTITUTE: CENTRAL IOWA CHAPTER

RELEVANT PROJECT EXPERIENCE

1. Panorama Public Works: New Public Works Facility. Panorama, IA. 2014

MUNICIPAL PROJECT EXPERIENCE

1. City of Newton: Renovation to Maytag Park House. 2017
2. IA Army Nat'l Guard: Camp Dodge S30 Maintenance Bldg Repairs. 2017
3. City of Newton: Facility Evaluation for Maytag Park Caretaker's House. 2016
4. City of Newton: Golf Course Clubhouse Master Plan, Newton, Iowa. 2015
5. City of Knoxville: Wall Replacement for CSE. 2015

INDUSTRIAL PROJECT EXPERIENCE

1. Pioneer: Bulk Storage Addition. Cherokee, Iowa. 2017
2. Oskaloosa Foods: Building Addition. Oskaloosa, Iowa. 2016
3. Pioneer Probox Wash. Mcleansboro, Illinois. 2016
4. Pioneer: Box Wash. Tipton, Indiana. 2015
5. Pioneer: Box Wash. Renwick, Iowa. 2015
6. Barilla Tower Addition. Ames, Iowa. 2015
7. Excel Engineering: Diagonal, Iowa. 2014



HEATHER HOFFMAN | ETHOS DESIGN GROUP

DESIGNER | CAD TECHNICIAN

IMU PROJECT DESIGNER

Heather has 22 years of experience as a CAD Technician. She brings a good eye for design as well as thorough and detail oriented drawings to ETHOS Design Group. Clients enjoy working with Heather because her drawings are the best and most detailed drawings they've ever entered construction with.

EXPERIENCE

2013 - PRESENT:

**PRODUCTION MANAGER, DESIGNER,
CAD TECHNICIAN**

BIG CREEK DESIGN GROUP, INC.
POLK CITY, IA

2012 - 2013:

CAD TECHNICIAN

ALLER DESIGN GROUP
JOHNSTON, IA

2011 - 2012:

**OWNER, DESIGNER,
CAD TECHNICIAN**

DBA INCHWORM CONTRACTORS
PERRY, IA

2007 - 2011:

ARCHITECTURAL CAD TECHNICIAN

RDG PLANNING & DESIGN
DES MOINES, IA

2005 - 2007:

CAD TECHNICIAN

DBA INCHWORM CONTRACTORS
PERRY, IA

1998 - 2005:

CAD TECHNICIAN

REGENCY HOMES, INC.
WEST DES MOINES, IA

1997 - 1998:

HVAC CAD DRAFTSMAN

TAYLOR INDUSTRIES, INC.
URBANDALE, IA

RELEVANT PROJECT EXPERIENCE

1. ASI Contracting: New Office & Warehouse. Emmetsburg, IA. 2017
2. RCS Millwork: New Office & Production Shop. Saydel, IA. 2016
3. Panorama Public Works: New Public Works Facility. Panorama, IA. 2014
4. Iowa State University: New Golf Course Maintenance Facility. Ames, IA. 2014

MUNICIPAL PROJECT EXPERIENCE

1. City of Newton: Golf Course Clubhouse Master Plan, Newton, Iowa. 2015
2. City of Panorama: New Public Works Building, Panorama, Iowa. 2014
3. City of Clive: New Public Works Building Roof, Clive, Iowa. 2014
4. Des Moines International Airport Renovation: Des Moines, Iowa. 2010*
5. Troost Avenue & 75th Street Transportation Art: Kansas City, Missouri. 2009*

INDUSTRIAL PROJECT EXPERIENCE

1. UBEquity: Climate Controlled Storage Facility. Ankeny, Iowa. 2017
2. Pioneer: Box Wash. Tipton, Indiana. 2015
3. Pioneer: Box Wash. Renwick, Iowa. 2015
4. Excel Engineering: Diagonal, Iowa. 2014

* PROJECTS COMPLETED WITH A PREVIOUS EMPLOYER.



BRAD STORK | SAUL ENGINEERING

P.E. | PRESIDENT

PROJECT MANAGER | STRUCTURAL ENGINEER

BRAD A. STORK joined Saul Engineering in 2004 as a professional structural engineer. In addition to being President of Saul Engineering, he has served as lead engineer responsible for the structural design, analysis, and construction administration for a multitude of projects. Brad is proficient in designing with all major structural materials and is knowledgeable in current design methods and procedures. Brad knows the importance of team synergy so that a quality product can be delivered to clients on a timely basis.

EDUCATION

1996: BS CIVIL ENGINEERING
IOWA STATE UNIVERSITY

LICENSES

STATE OF IOWA

STATE OF NORTH DAKOTA

STATE OF KANSAS

PROF. AFFILIATIONS

- STRUCTURAL ENGINEERS ASSOCIATION OF IOWA
- AMERICAN INSTITUTE OF STEEL CONSTRUCTION
- AMERICAN CONCRETE INSTITUTE
- AMERICAN INSTITUTE OF TIMBER CONSTRUCTION
- CONSTRUCTION SPECIFICATIONS INSTITUTE-CENTRAL IA CHAPTER
- INTERNATIONAL CODE COUNCIL

SELECT STRUCTURAL ENGINEERING EXPERIENCE

1. Municipal Electric Utility Distribution Building. Story City, IA
2. Iowa Utilities Board: Office of Consumer Advocate. Des Moines, IA
3. University of Iowa West Campus Transportation Center. Iowa City, IA



NATHAN KRESS | SAUL ENGINEERING

P.E.
STRUCTURAL ENGINEER

NATHAN T. KRESS joined Saul Engineering in 2007 as an engineer in training following his graduation from Iowa State University. Since receiving his Iowa Professional Engineer license in 2012, he has served as the lead engineer on various projects and as well as assisting senior engineers in the structural design, analysis and construction administration for various structures. Nathan has experience using current design techniques of all structural materials and BIM modeling.

EDUCATION

2007: BS CIVIL ENGINEERING
IOWA STATE UNIVERSITY

LICENSES

STATE OF IOWA

PROF. AFFILIATIONS

- STRUCTURAL ENGINEERS
ASSOCIATION OF IOWA
- AMERICAN INSTITUTE OF STEEL
CONSTRUCTION

SELECT STRUCTURAL ENGINEERING EXPERIENCE

1. Des Moines International Airport: Airfield Sand & Salt Facility. Des Moines, IA
2. Camp Dodge S-34 West Wing Addition. Johnston, IA
3. City of Des Moines Public Works: Storage Building. Des Moines, IA



NICK JOHNSON | KCL ENGINEERING
P.E.
ELECTRICAL ENGINEER

Nick's electrical designs accommodate clients' program requirements while ensuring system flexibility, reliability, maintainability, and ease of operations. Beyond typical electrical design systems (power distribution, lighting design and controls, fire alarm and voice/data systems), Nick's experience includes value engineering and life cycle cost analysis, energy analysis, and sustainable design.

Prior to joining the consulting engineering world, Nick spent four years on the construction side of the industry. His experience in this role aids his engineering design coordination and construction administration duties.

EDUCATION

BS CIVIL ENGINEERING
UNIVERSITY OF KANSAS

LICENSES

STATE OF IOWA

PROF. AFFILIATIONS

- ILLUMINATING ENGINEERING SOCIETY

SELECT CIVIL ENGINEERING EXPERIENCE

1. Algona City Hall New Administration and Vehicle Storage Building, Algona, IA
2. City of Washington South Water Tower Upgrades, Washington, IA
3. City of Washington Water Treatment Plant Addition, Washington, IA
4. City of Grimes Water Treatment Plant – Reverse Osmosis System Upgrades, Grimes, IA
5. City of Grimes Water Treatment Plant – Jordan Well, Grimes, IA*
6. City of Grimes Wastewater Treatment Plant – Screw Pump, Grimes, IA*
7. DART Bus Maintenance Facility Upgrades, Des Moines, IA*
8. DART Administration Office Upgrades, Des Moines, IA*
9. DuPont Pioneer Tipton, IN – Seed Conditioning Tower*
10. DuPont Pioneer Utica, IL – Seed Conditioning Tower*
11. DuPont Pioneer Renwick, IA – Seed Conditioning Tower*
12. DuPont Pioneer New Madrid, MO – Seed Treater Equipment Upgrades*
13. Simpson College – Cowles & Carse Renovation, Indianola, IA*

* PROJECTS COMPLETED WITH A PREVIOUS FIRM.



CHAD BASS | KCL ENGINEERING

P.E.

MECHANICAL ENGINEER, ASSOCIATE

Clients enjoy Chad's friendly and flexible approach as well as his vast and varied mechanical engineering background. Chad is well suited to serve clients who want to establish an ongoing, long-term relationship. Chad's expertise includes the design of heating, ventilating, air conditioning (HVAC), chilled and hot water distribution, piping, plumbing, geothermal, building automation control, and fire protection systems. He is experienced in energy analysis and modeling, is knowledgeable in sustainable design, and has designed mechanical systems on multiple LEED buildings.

EDUCATION

2007: BS MECHANICAL ENGINEERING
IOWA STATE UNIVERSITY

2005: BA PHYSICS
CENTRAL COLLEGE

LICENSES

STATE OF IOWA

STATE OF WISCONSIN

PROF. AFFILIATIONS

- American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) – Associate Member since 2008
- ACE Mentoring Program 2011-2013

SELECT CIVIL ENGINEERING EXPERIENCE

Iowa Department of Natural Resources - Shop and Office Buildings

- Viking Lake State Park New Office and Storage Building
- Otter Creek Wildlife Area Office and Shop Building Renovation
- Dolliver State Park New Shop and Office Building
- Green Valley State Park New Office & Storage Building
- Mines of Spain SRA New Shop Building
- Kellerton Wildlife Area Building*
- Lake Keomah State Park Office*

Northeast Iowa Community College

- Peosta Campus Industrial Technology Shop, Peosta, IA*

Perry DMACC Career Academy

- Vehicle Shop, Perry, IA*

Iowa National Guard

- Shenandoah Readiness Center Addition, Shenandoah, IA*

Iowa Department of Natural Resources - Other Buildings

- Manchester Fish Hatchery Fish Room Remodel
- Lake Darling State Park Cabins
- George Wyth State Park Beach Concession Remodel
- Olofson Shooting Range Training Center and Range Renovations
- Honey Creek Resort Activity Center Mechanical Room Renovations
- Iowa State Fairgrounds Aquarium Renovations
- Iowa State Fairgrounds Exterior Lighting and Interior Restroom Upgrades
- Iowa State Fairgrounds Interior Lighting and Air Circulation Upgrades
- Brushy Creek SRA Phase 2 Cabins
- Union Grove State Park Cabin
- Ahquabi Concession Stand*
- Saylorville Law Enforcement Building*

* PROJECTS COMPLETED WITH A PREVIOUS FIRM.

The image features a solid yellow background. A large white circle is centered on the page. In the four corners of the page, there are white L-shaped brackets. The text "TAB 5" and "LITIGATION HISTORY" is centered within the white circle.

TAB 5
LITIGATION HISTORY

● FIVE YEAR LITIGATION SUMMARY

Attention to detail, continuity of service, effective project management, and a desire to help clients be successful. These are the principals that drive ETHOS Design Group and our founder Tim Olson. At ETHOS, we will give you the same level of service, whether your budget is \$30 million or \$100,000, and we will hold our consultants to the same standard.

ETHOS Design Group since founded in April 2012:

1. Litigation, Mediation, Arbitration: **NONE**
2. Professional Liability Claims: **NONE**

Tim Olson, Architect since 1993, licensed since 1999, 24 years in Professional Practice:

1. Litigation, Mediation, Arbitration: **NONE**
2. Professional Liability Claims: **NONE**

Bottom line: *we take care of our clients.*



The image features a solid yellow background. A large white circle is centered on the page. In the four corners of the page, there are white L-shaped brackets. The text "TAB 6" and "FEE & SCHEDULE" is centered within the white circle.

TAB 6

FEE & SCHEDULE

COST OF PROFESSIONAL DESIGN SERVICES

ETHOS Design Group and its Consultants will provide the services listed above for a lump sum fee identified on the fee worksheet below, plus reimbursable expenses. Reimbursable expenses consist of travel or mileage to / from the site billed at \$0.555 cents per mile, meals & lodging billed at cost, printing costs for drawings during various phased of the project. Labor and expenses are billed on a monthly basis and payable within 30 days of receipt.

ETHOS Team: IMU Fee Worksheet		Revised	10/17/2017
Discipline	Consultant	Fee %	Fee
Civil Engineering	By Others	0%	\$0
Structural Engineering	SAUL Engineering	14%	\$9,500
Architecture	ETHOS Design Group	50%	\$35,000
MEP Engineering	KCL Engineering	36%	\$25,000
Total Labor Costs		100%	\$69,500
Additional Services	Consultant	Fee %	Fee
Structural & Architectural Design of Storage Mezzanine			\$2,000
Interior Finishes / Furniture	ETHOS Design Group	Hourly not to exceed	\$5,000

EXCLUSIONS: THE FOLLOWING SERVICES ARE NOT INCLUDED IN THIS PROPOSAL.

1. Civil Engineering: The Owner or Others will provide the Site Design, Civil Engineering, Site Survey and Soil Borings for the project site.
2. Surveying Services: The Owner will procure a site survey for the project.
3. Asbestos or lead paint testing or abatement.
4. Geotechnical Exploration: Not included. Will be required for Structural Design.
5. Special Inspections during Construction: Required by IBC 2012 or 2015.
6. Extensive or destructive on-site field investigation: Not included.
7. A/V Design, or Acoustical Analysis: Not included.
8. 3D modeling, renderings or animation: Not included.

LIMITATION OF LIABILITY: ETHOS Design Group carries professional liability insurance for errors & omissions and we maintain this coverage for the duration of your project. We will provide the Owner with a copy of our Professional Liability Insurance with the AIA Agreement. Our professional liability insurance policy provides coverage provides a \$1M per claim / \$2m per project. Our coverage is consistent with the standard in our industry. In recognition of the relative risks, rewards and benefits of the project to the Owner, the Architect and the Contractor, the risks have been allocated so that the Owner and Contractor agree that, the Architect's total maximum out-of-pocket liability to the Owner and the Contractor or Construction Manager, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of \$2,500, or 50% of the amount of the Architect's total fee, whichever is less. Such causes, include, but are not limited to the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Thank you for your consideration of ETHOS Design Group! If you have questions about our Proposal, Scope of Work, Deliverables or Fee Structure, please contact us and we will be happy to discuss details with you in person. We want to be affordable for our clients, while still covering the cost of design. We will begin working on your project immediately once we have received a signed proposal.

With Passion, Purpose and Integrity,



TIM OLSON, AIA, LEED AP
PRINCIPAL | MANAGING PARTNER

ETHOS DESIGN GROUP, INC.

119 SECOND STREET, PO BOX 169
POLK CITY, IOWA 50226



ETHOS Design Group, Inc.

2017 Hourly Rate Schedule:

<u>Title</u>	<u>Hourly Rate</u>
Principal	\$148
Project Architect	\$ 95
Intern Architect III	\$ 85
Interior Designer III	\$ 90
Interior Designer II	\$ 85
CAD Technician III	\$ 85
Project Coordinator	\$ 70
Office Manager	\$ 65

2017 Mileage Rate: 0.555 cents per mile

**DOWNING***Driven to deliver.***Indianola Municipal Utilities - New Line Shop**

10/17/2017

**Architectural, Structural, Mechanical
Engineering Services**

ARCHITECTURAL FIRM		SVPA Architects	ETHOS Design Group	Simonson & Associates	Walker, Coen, Lorentzen Arch	
FEES						
Architectural & Interior Design		\$ 36,500.00	\$ 35,000.00	N/A	N/A	
Structural Engineering		\$ 4,800.00	\$ 9,500.00	N/A	N/A	
M/E/P/T Engineering		\$ 35,000.00	\$ 25,000.00	N/A	N/A	
Mezzanine Design		Not Included	\$ 2,000.00			
ADDITIONAL POSSIBLE FEES						
Interior Design Services		\$ 8,500.00	Hourly - Not to Exceed \$5,000			
TOTAL COST OF SERVICES		\$76,300	\$69,500	N/A	N/A	
PROJECT TEAM						
Principal-in-Charge		Robert Ormsby	Tim Olson	N/A	N/A	
Project Manager/Architect		Ron Paskach	Tim Olson/Kevin Stromert	N/A	N/A	
Interior Designer		Danielle Williams	n/a	N/A	NA	
Structural Engineer		Tometich Engineering, Inc.	Saul Engineering	N/A	N/A	
Structural Engineer Principal-in-Charge		Jim Tometich	Brad Stork			
Structural Engineer/ Professional Engineer		Brant Bristow	Nathan Krees			
Engineer III		Chirs Harre				
MEP Engineer		Twin Rivers Engineering Consultants, Inc	KCL Engineering	N/A	N/A	
Mechanical Engineer		Dave Losen	Chad Baas			
Electrical Engineer		Dennis Bennett	Nick Johnson			
SCORING CRITERIA - Proposal Review BASED ON SCALE OF 1 TO 5 WITH 5 BEING THE HIGHEST		%	1 to 5	1 to 5	1 to 5	
Relevant Experience of the Firm 15%	0.15	4.50	4.50	0.00	0.00	
Project Approach 15%	0.15	4.75	4.25	0.00	0.00	
Qualifications of Proposed Staff 15%	0.15	5.00	5.00	0.00	0.00	
References and Litegation History 10%	0.10	4.00	5.00	0.00	0.00	
Subjective 20%	0.20	4.50	4.00	0.00	0.00	
Total Fee and Schedule 25%	0.25	4.00	5.00	0.00	0.00	
Total Score - weighted avg.		4.44	4.61	0.00	0.00	
Other Infomation						
Past Warehouse/Office Project Experience		Yes	Yes	N/A	N/A	
Past Experience with Downing or IMU		Yes	No	N/A	N/A	
Understanding of Project Scope & Schedule		Yes	Yes	N/A	N/A	
Public Bid Process and CA Services		Yes	Yes	N/A	N/A	
Litigation History Provided		Yes	Yes	N/A	N/A	
Recommendation in Order		2	1	N/A	N/A	

Prepared By: Ross Dix
Downing Construction, Inc.
10/17/2017

Approval required by: Mike Metcalf

Approved by:

Date:

Information

Subject

Consider Civil Engineering for the new Electric Department line shop

Information

Requests for civil engineering services for the new Electric Department Line Shop, were sent out by our Construction Management Services Agent - Downing Construction. Four companies had interest in the project with two submitting proposals.

Company	Base Price	Additional Costs	
Snyder & Associates	\$13,500	Hourly fee for anything outside the scope of the contract.	
Bishop Engineering	\$26,400	Hourly fee for anything outside the scope of the contract. Plus reimbursable expenses	

Mike Metcalf and Ross Dix with Downing reviewed the proposals and believe Snyder & Associates can complete the project as stated in the RFP.

Staff recommendation is to approve Snyder & Associates.

Simple motion is in order.

Fiscal Impact

Attachments

Snyder Associates
Civil Engineering Evaluation



October 17, 2017

Mike Metcalf
Indianola Municipal Utilities
111 South Buxton
PO Box 356
Indianola, IA 50125

RE: PROFESSIONAL SERVICES AGREEMENT
IMU NEW LINE SHOP AND ADMINISTRATION OFFICES
INDIANOLA, IOWA

Dear Mike:

Herein is an Agreement Form with our understanding for the updated Scope of Services for the improvements associated with the proposed IMU New Line Shop and Administration Offices site development in Indianola, as requested. We trust you will find the Scope self-explanatory, however, we are flexible to your needs and are most willing to discuss the Scope for mutual agreement.

Please review and provide an authorized signature of the Agreement and return one copy for our files. We are prepared to start upon receipt of the executed agreement.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'M Appelgate', with a long horizontal flourish extending to the right.

Monte Appelgate, PLA

Enclosure

STANDARD PROFESSIONAL SERVICES AGREEMENT

(Short Form)

NOW ON THIS 17 day of October, 2017, **Snyder & Associates, Inc.**,
2727 SW Snyder Boulevard., Ankeny, IA 50023 (hereinafter, Professional), and
Indianola Municipal Utilities, 111 South Buxton, Indianola, IA 50125
(hereinafter, Client) do hereby agree as follows:

1. **PROJECT:** Professional agrees to provide Professional Services (Services) for Client's project known and identified as: IMU New Line Shop and Administration Offices
2. **SCOPE AND FEES:** The Scope of and the fees to be paid for said Services are set forth on Exhibit A attached hereto and by this reference made a part of this Agreement. Any Services not shown on Exhibit A shall be considered Additional Services. Additional Services may only be added by written change order, amendment or supplement to this agreement signed by both parties.
3. **TIMELINESS:** Professional will perform its services with reasonable diligence and expediency consistent with sound professional practices and within the time period(s), if any, set forth in Exhibit A.
4. **STANDARD OF CARE:** In providing Services under this Agreement, the Professional shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality. Professional makes no warranty, express or implied, as to its professional services rendered under this Agreement. Client shall promptly report to Professional any defects or suspected defects in the Professional's Services of which Client becomes aware. Withholdings, deductions or offsets shall not be made from the Professional's compensation for any reason unless the professional has been found to be legally liable for such amounts by a court of competent jurisdiction.
5. **INVOICE, PAYMENT, INTEREST, SUSPENSION:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoice(s) to Client on a monthly basis. Client agrees to timely pay each invoice within 30 days of the invoice date. Payments not paid within said 30 days shall accrue interest on unpaid balances at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said 30th day. In addition, Professional may, after giving 7 days written notice to Client, suspend services under this Agreement until Professional has been paid in full for Services, interest, expenses and other related charges rendered, accrued, advanced and/or incurred by Professional to the date of suspension. Client waives any and all claims against Professional arising out of or resulting from said suspension. Payments will be credited first to interest, then to expenses, then to principal.
6. **RELIANCE:** The Client shall furnish, at its expense, all information, requirements, reports, data, surveys and instructions required by this Agreement and Professional may use such furnished information and material in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Professional shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.
7. **ASSIGNMENT:** Client shall not transfer, sublet or assign any rights or duties under or interest in this Agreement, without the prior written consent of Professional.
8. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, drawings, specifications, electronic and hard copy files, field data, notes and other documents and instruments prepared by Professional for the Project are acknowledged to be instruments of service and shall remain the property of the Professional. The Professional shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto. If Professional agrees to allow transfer of its electronic media file(s), Client understands and agrees that as a condition precedent, it will sign the Professional's "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file.

ADDITIONAL TERMS AND CONDITIONS

9. **MUTUAL INDEMNIFICATION:** The Professional and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services, duties and responsibilities under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
10. **MUTUAL WAIVERS:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Professional, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.
11. **LIMITATION:** In allocating the risks of this Project and notwithstanding any other provision of this Agreement, the Client agrees to limit, to the maximum extent permitted by law, the Professional's liability for the Client's damages to the aggregate sum of the Professional's fee for this Project. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
12. **DISPUTE RESOLUTION:** Any disputes that arise during the Project or following the completion of the Project will be resolved by representatives from each party who have authority to settle. Those issues not resolved shall be submitted to formal nonbinding mediation prior to submission to a court of competent jurisdiction. Each party shall endeavor to include a similar dispute resolution in all agreements with other consultants, contractors and subcontractors of any tier who are retained for the project so that formal mediation is required as the primary form of dispute resolution.
13. **SEVERABILITY:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
14. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
15. **GOVERNING LAW AND JURISDICTION:** The Client and the Professional agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the Client and the Professional arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
16. **ATTORNEYS FEES, COSTS:** In the event legal action is necessary to enforce the payment terms of this Agreement, Professional shall be entitled to collect from Client and Client agrees to pay to Professional any judgment or settlement sum(s) due, plus reasonable attorneys' fees, court costs and other expenses incurred by Professional for such collection action and, in addition, the reasonable value of the Professional's time and expenses spent for such collection action, computed according to the Professional's prevailing fee schedule and expense policy.
17. **INCORPORATION BY REFERENCE:** It is understood and agreed that the provisions of the following attached Exhibits are incorporated herein and by this reference made a part of this Agreement:

Exhibit A Scope of Services

Exhibit C Location Map

Indianola Municipal Utilities (Client)

By: _____
(Authorized agent)

(Printed or typed signature)

Exhibit B Standard Fee Schedule

Exhibit D Insurance Certificate

SNYDER & ASSOCIATES, INC. (Professional)

By: Donald P. Mann
(Authorized agent)

DONALD MANN
(Printed or typed signature)

Route executed copy to:MAA

EXHIBIT A

IMU NEW LINE SHOP AND ADMINISTRATION SERVICES
INDIANOLA, IOWA

CLIENT: INDIANOLA MUNICIPAL UTILITIES
111 SOUTH BUXTON
INDIANOLA, IA 50125

ENGINEER: SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BLVD
ANKENY, IOWA 50023

PROJECT: TO PROVIDE ENGINEERING SERVICES IN THE PREPARATION OF A
SITE PLAN FOR THE DEVELOPMENT OF A IMU NEW LINE SHOP AND
ADMINISTRATION OFFICES ON A APPROXIMATE 1.0 ACRE PARCEL
(19-76-23 INDUSTRIAL LAND IN SW IA NE SE) IN THE CITY OF
INDIANOLA, IOWA.

DATE: OCTOBER 17, 2017

SCOPE OF SERVICES:

I. CONCEPT DEVELOPMENT

Snyder & Associates, Inc. shall develop the site Concept Plan for the proposed IMU Line Shop site development based on the discussions with the client and the City of Indianola. The plan shall be developed in accordance with the City of Indianola regulations. The process shall include preparation of a site layout and associated revisions as directed by the Client.

FEES FOR SERVICES..... LUMP SUM \$1,500

II. SITE PLAN DOCUMENTS

Based upon a Client approved site concept plan, the Engineer shall prepare documents for a Site Plan, which includes the following:

- A. Prepare a site layout plan for proposed building to including construction notes and dimensions for site layout based on an approved Concept Plan. A topographic survey and boundary verification survey for this site was completed by Snyder & Associates in January, 2017. It is anticipated that this survey information will be utilized in preparation of the site plans.
- A. Prepare a site utility plan showing sanitary sewer service and water service routing and on site private storm sewer. Detention shall be provided by a regional pond adjacent to and west of the site. Client to provide franchise utility routing information for the Engineer to illustrate on plans.
- B. Prepare a final grading, including erosion control information including rough earthwork quantities.

- C. Prepare a landscape plan for proposed tree and shrub plantings as required by City ordinance.
- D. Details for pavements, storm sewer, and site amenities as may be required by City.
- E. Prepare stormwater drainage report as required by City.
- F. Client to provide site lighting, desired signage and other site details and details for trash enclosure for Engineer illustration on plans.
- G. Submit 75% site plans to Downing for estimating purposes.
- H. Client to provide for colored building elevations for submittal as per the City requirements.
- I. Printing: To provide Site Plan submittals and provide Client two final signed copies, pdf, ASCII format survey point list and Auto CAD compatible file. Additional copies to be at the cost of reproduction.
- J. Meetings and Coordination: To attend meetings with Client, Architect, City and others as may be requested. Herein are two (2) meetings; additional meetings to be on an hourly basis.

FEES FOR SERVICES..... LUMP SUM \$11,000

III. STORM WATER POLLUTION PREVENTION PLAN

Snyder & Associates, Inc. shall prepare for Client's signature on a Notice of Intent for Storm Water Discharge Permit No. 2 and shall prepare the Storm Water Pollution Prevent Plan (SWPPP) for the site. Client shall be solely responsible for compliance with and administration of the SWPPP and all Federal, State, and local laws, ordinances, rules and regulations that may be applicable to storm water pollution prevention.

FEES FOR SERVICES..... LUMP SUM \$900

IV. CONSTRUCTION STAKING SITE IMPROVEMENTS

Snyder and Associates, Inc. shall provide construction staking for improvements illustrated on the site plan including rough grading, sanitary sewer, water main, storm sewer, utility services, and pavement placement. Staking shall be provided utilizing modern construction methods. Fees for Services incurred vary depending upon construction time schedule, Contractor's construction practices and the weather.

FEES FOR SERVICES..... HOURLY ESTIMATED \$6,000

V. CONSTRUCTION ASSISTANCE

- A. The Client shall provide all contract administration.
- B. To review shop drawings for the Engineer's Scope of Work.
- C. Respond to Requests for Information (RFI's).

FEES FOR SERVICES..... HOURLY ESTIMATED \$1,000

VI. PLANS & DOCUMENT REVISIONS, MODIFICATIONS, & CHANGES OF SCOPE

As directed by the Client and/or City to provide plan and document revisions, modifications, and changes of scope. In the event assistance is requested by the Client, the Engineer shall provide services on an hourly basis.

FEE FOR SERVICES..... Hourly Per Attached
Fee Schedule

VII. PROPOSED PROJECT SCHEDULE

- | | | |
|----|---|------------|
| A. | Receive authorization to proceed | 10/9/2017 |
| B. | Complete concept plan | 10/20/2017 |
| C. | Complete survey services | 10/23/17 |
| D. | Complete site plan documents for City submittal | 11/6/17 |
| E. | Complete construction documents | 11/28/17 |

VIII. ADDITIONAL SERVICES

The following items shall be considered additional services as may be requested by the Client. Additional services may be performed on an hourly basis or should a specific scope of services be defined, a quotation for services may be performed.

1. Submittal fees to any and all regulatory agencies.
2. Building plans as may be required. The Client/Architect shall provide all building plans, submittals, and specifications to the City.
3. Soil borings and geotechnical investigation.
4. Easement and/or legal documents.
5. Client requested major revisions.
6. Color presentation drawings.
7. Public improvement documents and plans.
8. Preliminary Plat document.
9. Variance petitions.
10. Traffic study.
11. Letting and bidding assistance.
12. Additional meetings other than described herein.
13. Wetland delineation or environmental analysis.
14. Construction observation/administration.
15. ALTA survey.

16. As-built drawings other than described within
17. Site lighting and electrical services.
18. Offsite utility extension drawings and design information.
19. Quantities and opinion of probable cost.
20. Structural design and/or calculations for site improvements including retaining walls, signs, etc.
21. Irrigation design.
22. Topographic survey and boundary survey services, other than described herein.

EXHIBIT B

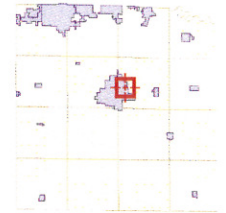
SNYDER & ASSOCIATES, INC.
2017-18
STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate	
Professional		
Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer		
Principal II	\$196.00	/hour
Principal I	\$185.00	/hour
Senior	\$166.00	/hour
VIII	\$153.00	/hour
VII	\$146.00	/hour
VI	\$140.00	/hour
V	\$130.00	/hour
IV	\$120.00	/hour
III	\$110.00	/hour
II	\$100.00	/hour
I	\$86.00	/hour
Technical		
Technicians--CADD, Survey, Construction Observation		
Lead	\$117.00	/hour
Senior	\$113.00	/hour
VIII	\$105.00	/hour
VII	\$97.00	/hour
VI	\$86.00	/hour
V	\$78.00	/hour
IV	\$72.00	/hour
III	\$60.00	/hour
II	\$52.00	/hour
I	\$45.00	/hour
Administrative		
II	\$60.00	/hour
I	\$49.00	/hour
Reimbursables		
Mileage	current IRS standard rate	
Outside Services	As Invoiced	

EXHIBIT C



Overview



Legend

Roads

- <all other values>
- Interstate
- Highway
- Ramp
- County Gravel
- County Level B
- County Level C
- City Gravel
- City Street
- Private Street
- Corporate Limits
- Parcels
- Political Township
- Sections
- Major Roads
- County Hwy
- State Hwy
- US Hwy
- Interstate
- Water

Disclaimer:

The maps included in this website do not represent a survey and are compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contain information required for government purposes. No warranties, expressed or implied, are provided for the data herein, its use or its interpretation. Warren County assumes no responsibility for use or interpretation of the data. Any person that relies on any information obtained from this site does so at his or her own risk. All critical information should be independently verified.

The 2,000 Foot Buffers layer is for law enforcement guidance only, and is based on the best information available at the time it was prepared. This layer should not be considered to be a complete and accurate representation of the locations of every school or child care facility, and will be changed as new information is available. The registered offender is responsible for ensuring that proposed residence is in compliance with the law, and may not rely solely on this layer. The registered offender should seek legal advice from a licensed attorney if needed.

Date created: 9/26/2017

Last Data Uploaded: 8/8/2017 11:45:00 PM



Exhibit D

CERTIFICATE OF LIABILITY INSURANCE

SNYDAS1

OP ID: KN

DATE (MM/DD/YYYY)

09/20/2017

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

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

PRODUCER
DONAGHY KEMPTON INSURORS
PO BOX 3287
DES MOINES, IA 50316-0287
Brian J Donaghy

CONTACT
NAME: Brian J Donaghy
PHONE (A/C, No, Ext): 515-288-8545 FAX (A/C, No): 515-288-2422
E-MAIL: brian@dkl-ins.com
ADDRESS: brian@dkl-ins.com

INSURED Snyder & Associates Inc
Snyder & Associates Engineers
& Planners LLC
2727 SW Snyder Blvd
Ankeny, IA 50023

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	UNITED FIRE GROUP	13021
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ CONTRACTUAL LIAB ☒ XCU INCLUDED GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			60376805	10/01/2016	10/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 DED \$ 0
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS HIRED AUTOS ☒ NON-OWNED AUTOS			60376805	10/01/2016	10/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			60376805	10/01/2016	10/01/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	60376805	10/01/2016	10/01/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property			60376805	10/01/2016	10/01/2017	BPP 1,624,800
A	Inland Marine			60376805	10/01/2016	10/01/2017	Lsd Equip 100,000

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

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brian J Donaghy

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Exhibit D

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/26/2017

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

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PRODUCER 1-800-300-0325

Holmes Murphy & Assoc - CR

201 First Street SE, Suite 700

Cedar Rapids, IA 52401

INSURED

Snyder & Associates, Inc.

2727 Southwest Snyder Blvd

P.O. Box 1159

Ankeny, IA 50023

CONTACT NAME: Paula Dixon

PHONE (A/C, No, Ext): 800-527-9049

FAX (A/C, No):

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: XL SPECIALTY INS CO

37885

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 50942161

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	☐ POLICY ☐ PRO-JECT ☐ LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS						\$
							\$
	UMBRELLA LIAB						
	☐ EXCESS LIAB						EACH OCCURRENCE \$
	☐ OCCUR						AGGREGATE \$
	☐ CLAIMS-MADE						\$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☐ N					PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR9917944	09/24/17	09/24/18	Per Claim 2,000,000
	Claims Made						Aggregate 4,000,000

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

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paula R. Dixon

**DOWNING***Driven to deliver.***Indianola Municipal Utilities - New Line Shop**

10/6/2017

Civil Design Services

CIVIL DESIGN FIRM		Bishop Engineering	Snyder & Associates	Civil Design Advantage	Civil Engineering Consultants	
FEES						
Site Survey		\$ 4,000.00	INCLUDED	N/A	N/A	
Concept Plan		\$ 3,500.00	\$ 1,500.00	N/A	N/A	
Site Plan		\$ 19,400.00	\$ 11,000.00	N/A	N/A	
Construction Administration		\$ 3,000.00	\$ 1,000.00	N/A	N/A	
ADDITIONAL POSSIBLE FEES						
		\$ -	\$ -			
TOTAL COST OF SERVICES		\$26,400	\$13,500	N/A	N/A	
PROJECT TEAM						
		David Bentz, P.E	Monte Appelgate, P.L.A	N/A	N/A	
		Michael Gaunt, P.L.A	Jason Ledden, P.E.	N/A	N/A	
		Peter Wagenaar, P.L.S	Chad DeVore, P.E.			
SCORING CRITERIA - Proposal Review BASED ON SCALE OF 1 TO 5 WITH 5 BEING THE HIGHEST		%	1 to 5	1 to 5	1 to 5	
Relevant Experience of the Firm 15%	0.15	4.75	4.75	0.00	0.00	
Project Approach 15%	0.15	4.50	4.50	0.00	0.00	
Schedule 25%	0.25	3.00	5.00	0.00	0.00	
Subjective 20%	0.20	4.00	5.00	0.00	0.00	
Total Fee 25%	0.25	3.50	5.00	0.00	0.00	
Total Score - weighted avg.		3.81	4.89	0.00	0.00	
Other Information						
Past Warehouse/Office Project Experience		Yes	Yes	N/A	N/A	
Past Experience with Downing or IMU		Yes	Yes	N/A	N/A	
Understanding of Project Scope & Schedule		Yes	Yes	N/A	N/A	
Public Bid Process and CA Services		Yes	Yes	N/A	N/A	
Recommendation in Order		2	1	N/A	N/A	

Prepared By: Ross Dix
Downing Construction, Inc.
10/6/2017

Approval required by: Mike Metcalf

Approved by:

Date:

Meeting Date: 10/23/2017

Information

Subject

Resolution awarding bid for the 2017 Telecommunication Hut

Information

Trustees will need to consider the resolution awarding the contract for the Telecommunication Hut Project. The Communications Department is recommending using Murphy Tower Service, LLC out of Carlisle, Iowa as the contractor and provider of the 2017 Telecommunication Hut Project.

Bids were requested and were sent to eight different companies as well as being posted on the City website and the Master Plan Room on the Construction Update Network website. Four bids were received of which the following two met the full requirements of the bid specs.

Murphy Tower Service, LLC - \$115,350.00
BDC Group, Inc. - \$132,297.25

Both bidders quoted a surplus unit. Communications Superintendent Kurt Ripperger has viewed both units at their current locations and both appear in good structural shape. Significant differences are below:

1. The Murphy unit is larger at approximately 288 sq/ft compared to the BDC unit at 220 sq/ft. Specifications had requested a size between 200 & 400 sq/ft. with a preferred size of 240 sq/ft.
2. The BDC unit is a 2001 model vs the Murphy unit which is a 1998 model.
3. The BDC unit has some additional extra features such as a Manual Transfer Switch and Surge Suppressor.
4. The Murphy bid plan is to replace the floor and walls. The BDC quote includes patching the existing floor and walls where needed.

All other work such as HVAC replacement, conversion to LED lighting, electrical work, roof sealing, door locks, caulking, equipment racks, grounding and site work were comparable between both bidders.

Bidders were asked to estimate an "average" DC plant for a building of this size since the final specifications and needs are being developed. BDC has bid a slightly larger DC plant at a cost of \$37,355.70 compared to Murphy at \$33,500.00 included in the above pricing. The assumption is the final DC plant will be price comparable with either bidder once the specifications are finalized and not in excess of the current bid numbers.

The FTTH Business Plan has allocated \$180,000 for this structure. The estimated cost at bid letting was \$150,000.

After review Communications Superintendent Kurt Ripperger is recommending that the Murphy bid for \$115,350.00 be accepted based on the size of the unit and cost difference of approximately \$13,000 once the DC plant differences are taken into account.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

The Chair then announced that the City Clerk and the Communications Superintendent had opened and tabulated the bids for the public improvements described in general as the 2017 Telecommunication Hut Project for Indianola Municipal Utilities, Indianola, Iowa, in accordance with the plans and specifications previously adopted.

The following bids were presented by the City Clerk the Communications Superintendent

Company and Address	Bid
Murphy Tower Services LLC Carlisle, Iowa	\$115,350.00
BDC Group, Inc. Cedar Rapids Iowa	\$132,297.25

Board Member _____ introduced the following resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT", and moved its adoption. Board Member _____ seconded the motion to adopt. The roll was called and the vote was:

AYES:

NAYS:

Whereupon, the Chair declared the following Resolution duly adopted:

RESOLUTION NO. 2017-____

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INDIANOLA MUNICIPAL UTILITIES:

Section 1. The bid of _____in the amount of \$_____ for the 2017 Telecommunications Hut Project for Indianola Municipal Utilities, Indianola, Iowa, described in the plans and specifications previously adopted by this Board on the 9th day of October, 2017, is accepted, it being the lowest responsible bid for the work and materials.

Section 2. The IMU Director of Telecommunications and the City Clerk are directed to execute a contract with the contractor for the construction of the public improvement. The contract not to be binding on the Board of Trustees until approved by the Board.

PASSED AND APPROVED this 9th day of October, 2017.

ADAM VOIGTS, Chair

ATTEST:

DIANA BOWLIN, City Clerk

Meeting Date: 10/23/2017

Information

Subject

Consider bids for a 2018 Chevy 1500 pickup

Information

The Communications Department requested bids for a 2017 or 2018, 1/2 ton, 4-wheel drive pickup. This vehicle would be a new unit for the department and used for field technicians. Bid requests were sent to all dealers listed on the Central Procurement and Fleet Services Enterprise website for the State of Iowa (Dewey Ford, Stew Hansens, Karl Chevrolet, Charles Gabus Ford) along with local Indianola dealers Southtown and Shottenkirk. It was also published on the City's website.

We received one bid back from Karl Chevrolet for a 2018 Chevrolet 1500 for \$23,840.03 plus tax, title and license.

The business plan has budgeted funds for vehicles and outfitting at \$140,000.

Staff's recommendation is to accept the bid from Karl Chevrolet.

Simple motion is in order.

Fiscal Impact

Attachments

No file(s) attached.
