

EXHIBIT A

CONSULTANT'S SERVICES

RIVERVIEW PARK PHASE 1

CITY OF MARSHALLTOWN, IOWA

March 15, 2023

DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS

The CONSULTANT agrees to provide Survey, Civil Engineering and Landscape Architecture services required for Phase 1 Improvements of the Riverview Park Master Plan.

The project extents include layout, sizing and design of the wet pond and adjoining stormwater detention facilities. Additionally, the pondside seating/outcropping areas and pedestrian bridges are included in the project. The following describes the major site improvements included in the project:

- **Expansion of the existing pond/lagoon to achieve capacity for a 70 year rainfall event, deep enough to support fish.**
- **Fish habitat/structure within the pond interior.**
- **Pond aeration and required electrical needs.**
- **Pond outlet and inlet devices.**
- **Adjacent dry detention areas connected to the wet pond.**
- **Seating areas, outcroppings, and pond shoreline stabilization/vegetation.**
- **Two (2) truss pedestrian bridges and abutments.**
- **Site furnishings (bike racks, litter receptacles, benches).**

I.A. BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

TASK 1: PROJECT INITIATION AND PROJECT MANAGEMENT

- A. CONSULTANT will facilitate a project kick-off meeting with CLIENT staff to accomplish the following:
 - Review and confirm the scope of the project.
 - Review available information relative to the project.
 - Review and discuss specific infrastructure issues and CLIENT'S current design standards as they relate to the proposed improvements on this project.
 - Review and verify project schedule.
 - Conduct a field review of project area by CONSULTANT and CLIENT representatives.
- B. Up to five (5) in-person and five (5) virtual meetings will be held with the CONSULTANT and the CLIENT after the initial kickoff meeting. These meetings will discuss findings, issues, schedule, and project progress.
- C. CONSULTANT will provide project and contract administration services throughout the duration of the project.

- D. CONSULTANT will facilitate project communication between CONSULTANT and CLIENT throughout the duration of the project. (Including distributing meeting minutes in a timely manner).

TASK 2: PUBLIC INVOLVEMENT AND STAKEHOLDER INPUT

- A. CONSULTANT will organize and conduct one (1) public informational meeting and one (1) City Council workshop session during the development of the project as follows:
1. Public Informational Meeting – This meeting will take place near the completion of preliminary design to inform the community about the general design for the project and collect input influencing final design. CONSULTANT will allow the community an opportunity to react to the various design components of the project and verify concurrence with the design direction.
 2. City Council Work Session – Near final design, the CONSULTANT will lead a Council work session to inform City Council on the direction of the project and confirm the progress to date aligns with the City's expectation for the project.

TASK 3: DATA COLLECTION

Topographic Survey

Bolton & Menk will perform a topographic survey for the proposed project including the following tasks:

- Establish horizontal and vertical survey control, based on Iowa Regional coordinate system and NAVD 88.
- Ground contours (1 foot) and spot elevations; elevations will be measured on a 25-ft grid with spot elevations at important points including building corners, curbs, culverts, walks, road centerlines, and all manhole inverts.
- Bathymetric survey of existing lagoon area.
- Types and locations of surfaces (gravel, concrete, bituminous).
- Buildings (if any) and any other significant structures.
 - Location of downspouts, rain leaders, stoops and steps.
 - Exterior building lines will be shown on the survey at the point of intersection of the most exterior façade at the ground level.
 - The building lines and corners will have a horizontal accuracy of ± 0.03 feet.
 - Interior finished floor elevations will be obtained to a vertical accuracy of ± 0.01 feet at designated locations.
- Street signs, fences, retaining walls, landscaping and any other permanent site features.
- Landscaping and individual trees with diameters over 6 inches will be located and identified on the survey map.
 - Trees with diameters under 3 inches will be located, but the diameter will not be included
 - Areas that include multiple small trees will be clustered together and only the exterior limits will be displayed (tree lines).
- Utility Information.
- Place an Iowa One Call request for field markings and maps prior to fieldwork beginning; utilities shown will be based on visual observation, utility company marking, or from plans made available to Bolton & Menk; private utilities and those not visible or marked by utility companies will not be shown.

- Upon the completion of the initial design drawing, Bolton & Menk will distribute a review copy to all the utility companies identified through the Iowa One Call process requesting review and comments; after comments are received, we will make appropriate revisions and provide a final CAD file and hard copy to the CLIENT.
- Storm Sewer, Watermain and Sanitary Sewer
 - Marked and/or visible structures and service lines
 - Intakes and Manholes
 - Hydrants
 - Water valves and curb stops
 - Structure inventories
 - Rim elevations
 - Pipe sizes
 - Pipe inverts and direction of flow
 - Natural Gas, Communication (Phone/Cable) and Electric
 - Meters, transformers, and pedestals
 - Marked and/or visible service lines
- Set two site benchmarks
- Any other significant topographic features visible to the survey crew

Deliverable:

Certified topographic survey drawing will be submitted in an electronic (Civil3D20121file) and hard copy format. The CAD file will include a surface model (XML file) and contours of the existing ground.

TASK 4: GEOTECHNICAL INVESTIGATION

- A. Coordination of Geotechnical Subconsultant, Construction Materials Testing (CMT), for Drilling. The CONSULTANT will provide Geotechnical Subconsultant with coordinates for the locations of borings before the drilling work and will coordinate with the Geotechnical Subconsultant during drilling regarding adjustments to the boring locations and sampling procedures so that the completed work provides sufficient geotechnical data for use by CONSULTANT.
- B. Development of Soil Design Parameters. The SUBCONSULTANT will develop soil design parameters for use in numerical analyses.
- C. Preparation of Geotechnical Report. The SUBCONSULTANT will prepare a draft geotechnical report summarizing results of field exploration and laboratory testing programs, boring logs, lab test data, subgrade evaluations, pavement section design and soil infiltration rates. This task will include effort to incorporate geotechnical analysis and recommendations into pond lining requirements if any, general earthwork recommendation and bridge abutments soil analysis.

Deliverable:

- Geotechnical report

TASK 5 – PHASE 1A CULTURAL RESOURCE EVALUATION

Subtask 5.1 Desktop Analysis

The scope of work involves reviewing existing documents, which will be done by Secretary of the Interior qualified archaeologists and architectural historians. This offsite review will summarize information

regarding prior land use, previously recorded cultural resources within 1-mile of the project area, previous surveys overlapping and/or adjacent to the project area and will make a recommendation whether further cultural resource field investigations are warranted for Riverview Park.

Subtask 5.2 Phase 1A Cultural Resources Report

The information from Subtask 5.1 will be compiled into a Phase IA/CRE document for the CLIENT's review and submission to applicable cultural resource consulting parties, as required for applicable permits.

Deliverable:

Phase 1A/CRE report with further recommendations if applicable.

TASK 6 – PERMITTING

Subtask 6.1 Wetland Delineation

Bolton & Menk will visit Riverview Park to delineate the wetland boundaries within the park boundaries. The delineation will include performing transects and sampling in the vicinity of any aquatic resources, placing 3-foot pin flags at the limits of any aquatic resources found. Our delineator will use a sub-meter GPS unit to accurately locate and map each point and prepare a written report of our findings. This report will be submitted to the appropriate agencies for approval.

Subtask 6.2 Section 404 Permitting

Based on the delineated wetlands found as part of the previous task a United States Army Corps of Engineers (USACE) permit is required for wetland mitigation due to the proposed disturbance. Bolton & Menk will prepare a replacement plan and permit for submittal to the USACE. The replacement plan will include a wetland permit that allows for aquatic resources to be impacted. The replacement plans will consist of a purpose and need statement, sequencing analysis, impact analysis and the proposed mitigation. Bolton & Menk will also complete the required

Deliverable:

- Wetland Permit submitted to the USACE by the CONSULTANT.

Subtask 6.3 Section 408 Permitting

The United States Army Corps of Engineers (USACE) must grant permission for the City to alter the existing levee through the Section 408 permit process. Bolton & Menk will complete the following tasks to obtain Section 408 authorization:

- Conduct a pre-coordination meeting with USACE
- Prepare written request to USACE
- Ensure environmental compliance and facilitate NEPA clearance
- Prepare Operations, Maintenance, and Flood Fighting documentation to include the following:
 - Flood contingency plan during construction
 - Project/site access
 - Inspection requirements
 - Maintenance practices
 - Flood fighting requirements and practices

Deliverable:

Section 408 Permit application to the USACE.

Section 6.4 Joint permit Application

Bolton & Menk will complete and submit a joint application to the Iowa DNR for floodplain concurrence.

Deliverable:

Iowa DNR Joint permit application.

TASK 7 – STORM WATER ANALYSIS

Bolton & Menk will update the 2021 hydraulic analysis conducted as part of the Edgewood Road Extension Project to reflect the proposed storage facilities within Riverview Park. A memo discussing results and flood impacts will be prepared and reported back to the CLIENT. This task includes the design, sizing, and analysis of all on-site stormwater conveyance (storm sewer, intakes, etc.) and BMP facilities (infiltration trenches, bioretention cells, etc.).

Deliverable:

Storm Water Memo documenting proposed storm water storage facilities and flood impacts.

TASK 8 – PRELIMINARY DESIGN

Subtask 8.1 Utility Coordination

- A. During the field data collection phase, the CONSULTANT will complete an Iowa One Call request to identify the utilities within the project corridor. The CONSULTANT will attend up to two (2) in-person utility coordination meetings with affected utilities to review the proposed construction and identify conflicts and required relocation. The first will be to advise of the nature and extent of the improvements and any potential conflicts with existing or proposed utility systems (30% design) and the second will be a final design review and coordination meeting (90% design).
- B. Utility coordination will be discussed again at the preconstruction meeting. Additionally, the CONSULTANT will prepare for and conduct up to two (2) conference calls with affected utilities. It is understood that existing utility locations will be taken from as constructed information or as marked in the field and that there will be no excavation for location as part of this scope of services.
- C. The CONSULTANT will prepare public utility tabulations, existing conditions mapping, and project public utility removal plans for inclusion in the construction documents. Locations of identified existing public utilities will be tabulated and anticipated impacts between each of the utilities and the proposed improvements will be summarized.

Subtask 8.2 Preliminary Design

The CONSULTANT will perform preliminary design services in the preparation of design plans and specifications depicting the proposed grading, drainage, paving, utility relocation, and construction detailing for proposed features of the project.

During preliminary design, the CONSULTANT will review the conceptual design developed in the Riverview Park Master Plan and review general location, size and schematic detailing for the proposed pond, stormwater management/green infrastructure amenities, walkways and pedestrian bridges with CLIENT. CONSULTANT Upon approved layout of the major site features, CONSULTANT will prepare preliminary plan documents.

Pedestrian bridges will be located on the plans. Both pedestrian bridges are anticipated to be prefabricated bridges with all bridge and footing design to be completed by the manufacturer with signed and sealed drawings for the bridge provided by the manufacturer.

The preliminary plans will include but not limited to the following and produced at drawing scale of 1" = 20', unless otherwise noted:

Title and General Information Sheets (A Sheets)

This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: index of sheets, revisions, legend, location map, and project number.

Preliminary Typical Cross Sections and Details (B Sheets)

This task consists of assembling the Typical Cross Sections to be used for the proposed improvements as well as a preliminary determination of the limits that each Typical Section will apply. The typical Cross Sections will include but not be limited to typical sections for the proposed grading, drainage and pond improvements.

Preliminary Estimate of Quantities (C Sheets)

This task consists of a preliminary determination of the bid items to be included in the project, along with an estimate of quantities for each item.

Preliminary Plan and Profiles (D and E Sheets)

This task consists of the development of preliminary plan sheets that will show the existing topography along with the proposed improvements based on conceptual layout. Included will be the necessary CAD work to show the preliminary design features for the proposed improvements.

Preliminary ROW Sheets (H Sheets)

No ROW improvements are anticipated with the project.

Preliminary Traffic Control and Staging (J Sheets)

Develop suitable plan for construction scheduling and staging of the Project and for traffic control measures to be implemented during construction. Staging plan shall include provisions for maintaining access to park areas outside of the construction limits. For estimating purposes, it is assumed that the project area will be closed during construction and a single detour plan will be implemented for pedestrians

The traffic control devices, procedures, and layouts shall be as per the Manual of Uniform Traffic Control Devices (MUTCD).

Preliminary Storm Drainage Design (M Sheets)

Develop preliminary storm sewer layout and sizing based on proposed improvements and existing drainage patterns utilizing Chapter 2 of the SUDAS Design Manual. Resolve potential conflicts with underground utilities and other design elements. Vertical profiles are not developed as part of this task.

Preliminary Sanitary Sewer Design (M Sheets)

No Sanitary Sewer is anticipated to be included as part of this project.

Preliminary Removal Plans (R Sheets)

Preparation of removals plan based on proposed improvements and impact on existing site amenities.

Preliminary Landscaping and Planting Plans (T Sheets) – Develop preliminary landscaping plans showing proposed pond improvements and adjacent site restoration measures. Location, size and character of the pond outcropping/seating areas will be identified in this sheet series.

Preliminary Cross Sections (W & X Sheets)

This task consists of design and drafting associated with the assembly of detailed cross sections (25' increments) to illustrate typical conditions, drainage designs, and non-typical conditions as needed for guidance during design, review, and quantity estimating purposes.

Subtask 8.3 Preliminary Opinion of Probable Construction Cost

The CONSULTANT shall prepare a preliminary Opinion of Probable Construction Cost for the Project.

Deliverable:

30 % Plans and preliminary cost estimate

TASK 9 – FINAL DESIGN

Based upon approved preliminary design, field exam, and public informational meeting, the CONSULTANT will proceed with final design, development of contract drawings, specifications and opinion of probable construction cost for the award of a single Contract for the construction of the proposed improvements. The work tasks to be performed include the following:

Subtask 9.1 Final Plans

The CONSULTANT shall provide the City with the following deliverables:

Title and General Information Sheets (A Sheets)

This task consists of assembling the final title and general information sheets. The final title sheets will include the following: index of sheets, revisions, legend, location map, project number, design traffic data.

Final Typical Cross Sections and Details (B Sheets)

This task consists of final design and drafting of typical cross sections and standard details to be utilized for the improvements.

Final Estimate of Quantities (C Sheets)

This task consists of final bid items to be included in the Project, as well as final quantity tabulations, and the development of the general notes and estimate reference information.

Final Plan and Profiles (D and E Sheets)

This item consists of the final design and drafting of grading and plan and profile sheets, including the detail information required for plan approvals, permitting, and construction of the

proposed improvements. This task also consists of the final design and drafting for the installation of new utilities and utility adjustments that can be determined from coordination with the utility companies at the time of design.

Final Erosion Control and Surface Restoration (CE Sheets)

This item includes the final design and drafting of erosion control measures and surface restoration to be provided on the project.

Final Reference Plans (G Sheets)

This item consists of assembling reference ties to the plan control points and the benchmark data used to develop the plans and to be preserved throughout construction of the project.

Final ROW Sheets (H Sheets)

No ROW improvements are anticipated with the project.

Final Traffic Control, Staging and Pavement Markings (J Sheets)

This item consists of final design and drafting of the traffic control and staging for the project.

The traffic control devices, procedures, and layouts shall be as per the Manual of Uniform Traffic Control Devices (MUTCD).

Final Intersection Geometrics (L Sheets)

Not used.

Final Storm Drainage Design (M Sheets)

This item consists of final design and drafting of storm sewers, storm sewer inlets, manholes and other storm drainage related facilities for the project.

Final Sanitary Sewer Design (MWM Sheets)

No Sanitary sewer is anticipated as part of this project.

Final Water Main Design (MWM Sheets)

No water main is anticipated as part of this project.

Final pavement marking plans (N Sheets)

This item consists of final design and drafting of pavement markings for the Project.

Final Lighting Plans (P Sheets)

Not used.

Final Removal Plans (R Sheets)

This item consists of final design and drafting of proposed improvements and removals.

Final Curb Ramp Design (S Sheets)

Develop final curb ramp layout in accordance with Chapter 12 of Iowa SUDAS Design Manual. Final ramp geometric configurations, identify surface requirements, review general horizontal curb opening, cross slopes, running slope, and identify sidewalk width and passing space within the corridor. Curb ramps are anticipated where the proposed pedestrian bridges it into existing

sidewalks and trails.

Final Landscaping and Planting Plans (T Sheets) – Develop final landscaping plans showing proposed pond improvements and adjacent site restoration measures. Location, size and character of the pond outcropping/seating areas will be identified in this sheet series.

Final Design Cross Sections (W & X Sheets)

This task consists of final design and drafting individual cross sections for the project. Cross sections will be designed and drawn at 25-foot maximum intervals, with additional cross-sections included as necessary.

Subtask 9.2 Project Manual

This task consists of providing a Project Manual for the Project to include the following:

- Notice of Hearing and Letting
- Instruction to Bidders
- Bid Forms
- Bond Forms
- Agreement Forms
- General Conditions of the Construction Contract
- Supplementary General Conditions
- Detailed Construction Specifications

Subtask 9.3 Final Opinion of Probable Construction Cost

The CONSULTANT shall prepare a final Opinion of Probable Construction Cost for the project.

Subtask 9.4 Final Design Meeting

It is estimated that the CONSULTANT's staff will attend one (1) meeting with the City, and others to review progress, assist in decision-making, and receive direction from the City. This meeting will be held after a final review of the plans by the CLIENT. Plan revisions will be completed based on review comments.

Subtask 9.5 Final Permitting

The CONSULTANT shall obtain the following permits for the project.

- IDNR NPDES permit
- Project SWPPP Preparation

Deliverable:

- Final plans and specifications.
- Transmittal of final design plans in Electronic autocad files to Client.

TASK 10 – BIDDING

The CONSULTANT will coordinate and manage the bid letting process for the project. For estimating purposes, one (1) letting has been included as part of this task. The work task to be performed or coordinated by the CONSULTANT shall include the following.

Subtask 10.1 Printing of Plans and Specifications

This task consists of printing and handling of the Plans and Specifications. For budget purposes it is

estimated that ten (10) half-sized (11"x17") plan sets and specifications will be duplicated and assembled by the CONSULTANT. This task also includes the dissemination of the contract documents and maintaining a plan holders list during the bidding phase.

Subtask 10.2 Advertisement/Notice of Project

The CONSULTANT shall prepare the formal Notice of Hearing and Letting. The City shall post the Notice of Letting. The CLIENT shall handle publication of the Notice of Hearing. The CONSULTANT shall also prepare and disseminate an informal notice to contractors concerning the project.

Subtask 10.3 Plan Clarification and Addenda

The CONSULTANT shall be available to answer questions from contractors prior to the letting and shall issue addenda as appropriate to interpret, clarify, or expend the bidding documents.

Subtask 10.4 Letting, Bid Tabulations, and Award Recommendation

The CONSULTANT shall have a representative present when opening the bids and proposals, shall make tabulations of the bid for the CLIENT, shall advise the CLIENT on the responsiveness of the bidders and assist the CLIENT in making the award of contract, including preparation of necessary contract document.

II. Additional Services

Upon request, the following services shall be provided at CONSULTANT's standard hourly rate and a fee estimate shall be developed and mutually agreed upon prior to commencement of work, for each of the following services:

- A. FUNDING ASSISTANCE. Throughout the project, our team will consider future funding opportunities to leverage project resources. This task allows our team to provide assistance or leadership to the CLIENT in identifying and pursuing funding opportunities as requested. CONSULTANT will develop a funding matrix of potential grant sources and maintain a funding plan that will aid in the development of commitments and identification of the possibilities to close the funding gaps.
- B. REMONUMENTATION. Replacing lost or obliterated government survey corners or property corners within the project limits.
- C. CONSTRUCTION STAKING.
- D. ADDITIONAL PROPERTY OR RIGHT OF WAY ACQUISITION SERVICES. Includes additional property or right of way acquisition services beyond those included in the Basic Services, including: Preparation of easement agreements, preparation of right-of-way plats, assistance with eminent domain proceedings, court preparation and testimony.
- E. Section 408 Post-permission oversight will be required during and after construction. The following items can be amended into the contract once the extent of construction is known:
 - On-site inspection to ensure compliance with the plans and specifications.
 - Provide record drawings of the project as constructed.
 - Project closeout and final coordination with USACE.
- F. All other services not specifically identified in Tasks 1 through 10.

III. PROPOSED SCHEDULE

The anticipated project schedule is as follows:

- Topographic Survey: March – April 2023
- Wetland Delineation/Cultural Resources – April 2023
- 30% Design Review: June 2023
- 60% Design Review: September 2023
- 95% Design Review: November 2023
- Bidding Phase: December 2023

IV. ESTIMATED FEES:

Scope of Services		
	TASK	PRICE
1	Project Initiation and Project Management	\$ 27,486.00
2	Public Involvement and Stakeholder Input	\$ 11,056.00
3	Data Collection	\$ 12,025.00
4	Geotechnical Investigation	\$ 11,000.00
5	Cultural Resource Analysis	\$ 8,068.00
6	Wetland/CORP Permitting	\$ 24,426.00
7	Storm Water Analysis	\$ 35,022.00
8	Preliminary Design	\$ 34,214.00
9	Final Design	\$ 49,727.00
10	Bidding	\$ 5,914.00
Total		\$ 218,938.00