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2/13/24

Mark J. Nahra, P.E.  
Woodbury County Engineer  
759 E. Frontage Road  
Merville, IA 51039

Re: Multimodal Project Discretionary Grant (MPDG) Application Services provided to Woodbury County by HNTB Corporation (HNTB) for the I-29 Southbridge Interchange ("Project")

Dear Mr. Nahra:

HNTB looks forward to working with Woodbury County ("County") on the above-referenced Project and pursuant to confirmation that the County's Board of Supervisors have approved the attached Scope ("Services") and Fee for the Project.

The County approves the attached scope of work as attested by the signature of the Chair of the Board of Supervisors. The County agrees that HNTB will be paid for the Services HNTB provides and the County agrees to make progress payments based on invoices for work submitted by HNTB and recommended by the County Engineer.

By its signature, the County's acknowledges its agreement with the following:

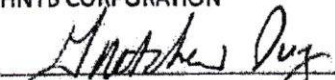
HNTB agrees to perform the Services detailed in the attached Scope, for the Fee detailed therein. The County agrees that it shall pay HNTB within 30 days after receipt of HNTB's invoice for Services.

The parties anticipate a notice to proceed (NTP) will be sent to HNTB by the County by March 1, 2024, to initiate activities defined in the Scope of Services.

We appreciate your accommodation of this HNTB contracting requirement, and we look forward to getting started on this important work for the County.


Sincerely,

HNTB CORPORATION

  
Gretchen Ivy, Vice President

Acknowledged and Agreed on this 13<sup>th</sup> day of February 2024:

WOODBURY COUNTY, IOWA

By:   
Printed Name: Matthew Ivy  
Title: Chairman  
Date: 2-13-24

Attest:

  
Mark J. Nahra, County Engineer

## **INTRODUCTION**

This document describes the Scope of Services to be provided by HNTB to develop a Multimodal Project Discretionary Grant (MPDG) application (Application), with focus on INFRA and Rural funding, in collaboration with Woodbury County (Client) for the I-29 Southbridge Interchange. It includes the:

- Tasks to be undertaken;
- Roles, responsibilities and expectations of the two parties in preparing the Application;
- Schedule for developing the Application; and
- Deliverables to be provided.

## **SCOPE OF SERVICES**

### **Task 1 Initiate Grant Development**

The Client and HNTB will conduct up to three (3) two-hour virtual meetings to:

- Define the project fully;
- Strategize key messages for grant development;
- Refine the development approach, timeline and roles and responsibilities for developing the Application;
- Identify information assets and gaps in relation to grant program requirements; and
- Detail roles and responsibilities for securing/addressing information assets and gaps.

HNTB will prepare a meeting agenda and meeting notes as well as support materials as needed to support meeting discussion. The Client will provide as requested:

1. Materials requested by HNTB in addition to items specified in **Assumptions and Exclusions**;
2. An estimated time of delivery on outstanding decisions and/or information to better schedule grant activities; and
3. List of key individuals and contact information for follow-up requests or clarifications.

### **Deliverables**

- Meeting Agendas
- Meeting Notes

### **Task 2 Initiate Data Collection**

HNTB will identify data and background information needed to begin work on the Application. The Client will provide any project-related previous studies, reports, grant applications or other graphic or textual materials pertinent to the Application. The Client also will identify and help coordinate contact with public- and private-sector groups, organizations or individuals who may be able to provide applicable grant development information.

**Deliverables**

- List of Preliminary Data Requests

**Task 3 Develop Benefit Cost Analysis**

HNTB will prepare a benefit-cost analysis (BCA) that quantifies expected benefits of the project against a no-build baseline and comparison to project costs. HNTB will produce the benefit-cost analysis based upon quantifiable savings in travel times, vehicle operating costs and safety costs, as well as any other benefits that can be quantified, using data provided by the Client. Other benefits provided by the project will be described in qualitative or quantitative terms based on the best available information and methodology at the time of preparation. Graphics highlighting key BCA results will be produced and incorporated into the Application as appropriate. The BCA for the proposed project will be summarized in a Methodology Memo that documents the inputs and processes used in developing the analysis and how they align with federal BCA guidance.

**Deliverables**

- Draft and Final Benefit-Cost Analysis (BCA)
- Draft and Final BCA Methodology Memo

**Task 4 Develop Grant Application**

HNTB will collaborate with the Client in a series of over the shoulder reviews to develop the preliminary, final and submittal drafts of the Application based on the project schedule and in response to grant program requirements.

As part of the Application development, the Client will provide the following information in the format and detail required by the grant program:

- Project costs and budget;
- Project readiness items;
- Environmental documentation; and
- Other information, if any, identified for the Client by HNTB.

Based on those activities, HNTB will prepare a grant program-responsive Application consisting of a cover page, project narrative, benefit-cost analysis (BCA), BCA methodology memo and supporting documentation for the Application. The narrative shall be ≤25 pages, not including cover, table of contents and appendices. It will include graphics, including the cover page and creation or recreation of ≤30 tables, figures or other graphic elements addressing Application requirements.

HNTB will administer the work for the overall duration described in this Scope of Services. HNTB will prepare and maintain a project work plan, and track, update, and maintain the work plan as needed. HNTB will establish and maintain a project cost control system to process and track project costs, including implementation and coordination of financial reporting requirements and formats, reporting policies and guidelines, and invoicing and payment of project costs.

HNTB will prepare invoicing / payment requests and number submittals sequentially. HNTB will prepare monthly progress reports that include narrative descriptions, financial reports and expenditures indicating the overall percent of project completion as well as the percent completion of individual tasks to each invoice. HNTB will attach monthly progress reports to each invoice to support the calculation of overall percentage of the work completed to date.

HNTB will perform and document quality control and quality assurance reviews of each Application submittal in compliance with company policy. HNTB will prepare a Project Quality Plan (PQP) and conduct Quality Orientation for all project team members as part of an internal project kick-off meeting for the project team. The Project Quality Manager will review quality control documentation and deliverables prior to each submittal to ensure conformance to the PQP.

HNTB will hold monthly internal project reviews to discuss project progress, issues, budgets, schedule risks, workflows and process, and staffing. The project reviews will include the Project Manager, Task Lead, Quality Manager, Project Analyst and Principal in Charge to ensure project adherence to project controls and the PQP.

#### **Deliverables**

- Meeting Agendas and Notes
- Project Work Plan / Schedule

12. Documentation of the project's current environmental review status and inclusion in appropriate national, state and local planning processes and documents.

**Exclusions**

This scope covers only enumerated Tasks; the following are specifically excluded:

1. Analysis determined by HNTB to be unnecessary for preparation of the proposed Application
2. Attendance at, and preparation for, board or executive meetings
3. Development of a Style Guide
4. 3D modeling
5. Outside costs associated with identifying and securing local commitment support
6. 3D or video graphics
7. Renderings
8. Website or other multimedia support
9. Items as noted in this Scope of Services as being handled by others

It is assumed all meetings will be virtual (no travel expenses required) and all deliverables will be electronic.

**SCHEDULE**

HNTB expects a 2024 NOFO release to occur around in late June, based on the 2023 NOFO release. It is anticipated grant activities will conclude late summer, 2024 and notice to proceed (NTP) will be received by the Client by 3/1/24 to initiate pre-NOFO activities defined in this Scope of Services.

**COMPENSATION**

Please refer to the attached fee estimate for further details.