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PATRICK F. GILL  
WOODBURY COUNTY  
AUDITOR & RECORDER &  
COMM. OF ELECTIONS



April 28, 2016

Woodbury Board of Supervisors  
Woodbury County Courthouse  
620 Douglas Street  
Sioux City, IA 51101

RE: Professional Services Proposal for District Watchman Services  
Woodbury County, Iowa

Woodbury Board of Supervisors,

ISG has a long history of providing drainage District Watchman services in Iowa and has the expertise to assist the Board of Supervisors in keeping the district facilities in Woodbury County in a good state of repair. By engaging an experienced firm to provide District Watchman services, the Board, acting as Trustees for the Districts, will benefit the drainage district by avoiding unnecessary repairs through proper maintenance thereby providing more efficient ongoing use of drainage funds. With a talented and responsive team assigned to your system, Woodbury County will have a proactive, on-call Watchman ready to respond to your drainage system needs. Typical District Watchman duties as outlined herein are for repairs under \$10,000 and will be coordinated with the County Engineer prior to performance by ISG.

### Drainage District Watchman Duties

#### Reporting and Field Investigation

When concerns are raised by landowners, the County Engineer will submit a report form describing the drainage problem to ISG. The ISG District Watchman will perform a field investigation of the reported problem, and based upon the information gathered during the site visit, the following tasks will be completed:

1. ISG will prepare a work order with a written description specifying the repairs to be made. A corresponding opinion of construction cost will be generated to provide an approximate level of magnitude for the repairs. The work order will be submitted to the Board of Supervisors for review and approval. If repairs are estimated over \$10,000, ISG will report this situation and consult with the County Engineer. These repairs will typically require more extensive engineering services.
2. If the work order is approved, ISG will arrange for a contractor to perform the work. Upon completion of the repairs, the Contractor will submit an invoice to ISG for review and approval by the Watchman. If requested, ISG will prepare the claim and invoice to be submitted to the County Auditor for payment.

#### Exceptional Events

In the unfortunate circumstance of severe weather damage resulting in State and Federal declaration of disaster, ISG will provide services to coordinate repairs. We will work with Iowa Homeland Security and/or FEMA to prepare project work sheets with opinion of costs necessary to ensure repair work follows funding eligibility requirements.



RESPONSIVE



CREATIVE



INGENUOUS



EAGER



ACCOUNTABLE





*Tree and Brush Management Program*

At the County's request, ISG will establish a tree and brush management program for all open ditches in the county. Once established, it is recommended that ditches are reviewed on a three-year cycle with re-treatment if necessary. As part of this program, ISG will:

1. Perform an inventory of all open ditch facilities in the County. The conditions of ditches will be prioritized with the top 33% identified for inclusion in the first year of tree and brush management control.
2. Solicit spraying quotes from licensed contractors for treatment of the woody vegetation.
3. When clearing is necessary, prepare plans and specifications for projects and assist the County with bidding and contracting in accordance with Chapter 26 of the Iowa Code.
4. Provide necessary observation for completion of work and prepare pay estimates or claims for processing payment.
5. Perform field checks to maintain the tree and brush management control program on an annual basis.

*Review of Petitions*

Upon referral of repair and improvement petitions by the Board, the ISG Watchman will perform a preliminary field review and discuss any concerns raised by petitioners. ISG will report preliminary findings and recommendations to the County Engineer for review with the Board of Supervisors in considering action on the petition.

*Compensation*

ISG proposes to provide the scope of services described within this proposal for compensation on an hourly basis at the rate of \$80 per hour. This rate will apply to any ISG staff member performing district watchman work as outlined above. If other engineering services are necessary for performance of these District Watchman services, approval will be coordinated with the County Engineer prior to proceeding.

Please contact us with any questions regarding our services or this proposal. To indicate acceptance and provide authorization to proceed, please sign the acknowledgment below and return a copy to our office. ISG is eager to provide Woodbury County with responsive service, a collaborative approach, and timely delivery to meet your drainage needs.

Sincerely,

*Brian W. Blomme*

Brian Blomme, PE  
Agricultural Engineer

*Ivan O. Droessler*

Ivan Droessler, PE  
Principal + Senior Civil Engineer

<b>ACKNOWLEDGEMENT OF ACCEPTANCE</b>	
Accepted this <u>10th</u> day of <u>May</u> , 2016	
For:	<u>Woodbury County</u>
Signature:	<u><i>Matthew Uag</i></u>
Printed Name:	<u>Matthew Uag</u>
Title:	<u>County Supervisor</u>
This proposal is valid for 30 days.	



### BRIAN BLOMME PE

Agricultural Engineer

With the skills and ability to handle a wide variety of responsibilities related to many aspects of agricultural drainage, Brian conducts drainage and flood control studies, repairs, annexations, right-of-way acquisition, and reclassifications. As an appointed District Watchman, Brian provides inspection and coordination of maintenance services for county drainage systems which helps to avoid unnecessary and preventable repairs.

Professional Engineer: Iowa Registration #21995

**ACADEMIC BACKGROUND:** Bachelor of Science in Agricultural Engineering, Iowa State University - Ames, IA



### ERIC YUNGINGER

Watchman/Technician

Eric is experienced in many facets of project development, including topographic surveying, design development and drafting, construction staking, and construction observation and administration. Eric also serves as the District Watchman in five counties in Northwest Iowa, and several Trustee-controlled Drainage Districts. As District Watchman, Eric is responsible for reviewing landowner-reported damages to Drainage District infrastructure and determining the appropriate repairs needed after conducting the appropriate field evaluations.

**ACADEMIC BACKGROUND:** Bachelor of Science in Agricultural Systems Technology, Iowa State University - Ames, IA



### IVAN DROESSLER PE

Principal + Senior Civil Engineer

Ivan brings over 30 years of planning, design, and management experience to civil, agricultural, and environmental engineering projects at ISG. His diverse portfolio of work includes drainage, wetlands, and storm water control projects. Ivan's work as a drainage consultant is highly regarded, and he has provided services to numerous drainage districts throughout Iowa. Maintaining close relationships with organizations such as IDDA, NRCS, IDALS, FEMA, and IDNR keeps Ivan at the forefront of agricultural drainage science.

Professional Engineer: IA Registration #11837

**ACADEMIC BACKGROUND:** Bachelor of Science in Civil Engineering, Iowa State University - Ames, IA



### JOSH WERNER

Civil Engineer/Designer

Josh's experience includes topographic surface modeling, site design work, earthwork quantity calculations, GIS mapping and analysis, drainage ditch and tile design, and storm water detention basins. Josh specializes in ArcGIS, AutoCAD Civil 3D, ArcView GIS, Eagle Point Civil Design Software, Digital Terrain Modeling, Total Station operations and Survey Pro data collection. Josh provides critical support for the District Watchman Services provided through ISG. His knowledge gained on past projects is critical to providing accurate and cost effective documents for procuring drainage ditch repairs.

**ACADEMIC BACKGROUND:** Bachelor of Science in Civil Engineering, Iowa State University - Ames, IA

200+ ADDITIONAL PROFESSIONAL + TECHNICAL RESOURCES