

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) RE

11a

Date: June 10, 2015 _____

Weekly Agenda Date: June 16, 2015 _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Dennis Butler, Finance/Operations Controller

SUBJECT: Approval and funding of invoice for Contract 1, Woodbury County I-29 Corridor Reinvestment Program

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Discussion and Action on McClure Engineering Co. Final Invoice for Services Received on the I-29 Corridor Reinvestment Program.

EXECUTIVE SUMMARY: Questions were raised on the invoice received by Woodbury County from McClure Engineering Co. regarding the final bill for this project. After discussion with McClure Engineering, the bill was readjusted lower as one date of service should have been included in Phases 1,2,3 of the contract. That reduced the total adjusted invoice to \$12,305 (\$800 for completion of Phase 1,2,3 and \$11,505 for completion of Phase 4).

BACKGROUND: From this day on there will be itemized (date of service and detail of what the services were) monthly invoices sent to the Woodbury County for services rendered.

FINANCIAL IMPACT: Use of unobligated L.O.S.T. funds in the amount of \$12,305.

RECOMMENDATION: Approval of this invoice is recommended. It is also recommended that the funding for this invoice be paid from L.O.S.T. in the amount of \$12,305.

ACTION REQUIRED / PROPOSED MOTION: Motion _____, second by _____ to approve the amended invoice from McClure Engineering Co. in the amount of \$12,305 and the funding source be L.O.S.T. revenues.

Approved by Board of Supervisors March 3, 2015.



Woodbury County
620 Douglas St.
Sioux City, IA 51101

March 31, 2015
Project No: 02613001-00
Invoice No: 9823

Project 02613001-00 Woodbury County I-29 Corridor Reinvestment Program

Professional Services from March 01, 2015 to March 28, 2015

Phase 1. Master Planning Services

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Master Planning Services	38,700.00	100.00	38,700.00	38,700.00	0.00
Capital Investment Plan	7,700.00	100.00	7,700.00	7,315.00	385.00
Master Planning Workbook	8,300.00	100.00	8,300.00	7,885.00	415.00
Total Fee	54,700.00		54,700.00	53,900.00	800.00
Total Fee					800.00
Total this Phase					\$800.00

Phase 4. Additional Meetings as directed by Owner

	Hours	Rate	Amount
Senior Principal	50.00	200.00	10,000.00
Project Manager	2.00	145.00	290.00
Staff Engineer	21.00	115.00	2,415.00
Totals	73.00		12,705.00
Total Labor			12,705.00
Credit			-1,200.00
			-1,200.00
Total this Phase			\$11,505.00
Total Due this Invoice			\$12,305.00

WBY 2613001-00
Phase 4.0 - Additional Meetings (T&M)

	Date	Hours	Rate	Extension
Senior Principal				
Orton Slough Drainage Meeting	7/25/2014	6.00	\$ 200.00	\$ 1,200.00
Master Plan Roll-Out	10/7/2014	6.00	\$ 200.00	\$ 1,200.00
Nature Center Presentation & Follow-Up	10/14/2014	12.00	\$ 200.00	\$ 2,400.00
Memorandum of Understanding Conference Call	11/3/2014	1.00	\$ 200.00	\$ 200.00
Credit Meeting with New Supervisors	12/10/2014	6.00	\$ 200.00	\$ 1,200.00
Meeting with Sergeant Bluff Mayor, Sioux City Mayor, Board of Supervisors	1/21/2015	7.00	\$ 200.00	\$ 1,400.00
Final Report Roll-Out to Cities	1/27/2015	6.00	\$ 200.00	\$ 1,200.00
Meeting with Salix Mayor, Councilman, and Staff	2/18/2015	6.00	\$ 200.00	\$ 1,200.00
	SUBTOTAL	-	50.00	\$ 200.00
Staff Engineer				
Orton Slough Drainage Meeting Preparation	7/21/2014	0.50	\$ 115.00	\$ 57.50
Nature Center Presentation	10/14/2014	7.50	\$ 115.00	\$ 862.50
Memorandum of Understanding Conference Call	11/3/2014	1.00	\$ 115.00	\$ 115.00
Final Report Roll-Out to Cities	1/27/2015	6.00	\$ 115.00	\$ 690.00
Meeting with Salix Mayor, Councilman, and Staff	2/18/2015	6.00	\$ 115.00	\$ 690.00
	SUBTOTAL	-	21.00	\$ 115.00
Project Manager				
Meeting with Salix Mayor, Councilman, and Staff	2/18/2015	2.00	\$ 145.00	\$ 290.00
	SUBTOTAL	-	2.00	\$ 145.00
				TOTAL
				\$ 12,705.00



June 11, 2015

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www.mecresults.com

Woodbury County Board of Supervisors

Dennis Butler
620 Douglas Street
Sioux City, Iowa 51101

Dear Mr. Butler,

It is McClure Engineering Company's (MEC) understanding the County has formally approved payment for a substantial portion of outstanding invoices related to professional services performed under the *Envision 2050 Master Plan* contract (MEC #2613001-00) and the *Agreement for On-Call Consulting and Engineering Services* (MEC #2315001-00). It has been a pleasure working with Woodbury County elected officials and staff and we thank you for your business.

As a follow-up to our original letter dated April 9, 2015 and your subsequent request for increased clarification on the billing items listed as "Questioned" in the attached invoice (#9823) dated March 31, 2015, we would like to provide additional details in support of these items to clear up any misunderstandings or misinterpretations.

As a reminder, when our original *Envision 2050 Master Plan* contract (MEC #2613001-00) dated April 3, 2014, was signed, we estimated (for budgetary purposes) additional meetings may be requested by the Board of Supervisors to convey information and handle unknown issues that might arise that were not foreseeable at the time the contract was signed. We estimated and included in our contract, \$7,700.00 for this work. This additional work was to be completed, as requested, on a time-and-materials basis.

We exceeded the original \$7,700.00 budget by \$5,005.00 for additional services provided under Phase 4 – Additional Meetings of that contract. Our total cost for this extra work covered under that contract is \$12,705.00, as shown in the attached invoice.

It is our understanding \$7,235.00 were questioned by the Board of Supervisors during the June 2 Board Meeting. It should be noted that these questioned items were all incurred under the *Envision 2050 Master Plan* contract prior to January 1, 2015, but were not billed until April 9, 2015. We apologize for not billing for these services monthly as costs were incurred.



Each of these "Questioned" items and their associated billing breakdowns are described in detail in the following sections.

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NORTHWEST IOWA | DES MOINES METRO | EASTERN IOWA | SIOUXLAND REGION | LAKE OZARK, MISSOURI

Orton Slough Drainage Meeting

At the County's request, we met with Mark Nahra (Woodbury County Engineer) regarding the Orton Slough drainage project, led by I+S Group, to discuss the impact of the drainage project on the Master Plan, Brown's Lake, etc. Additional discussions with David Gleiser (Rural Economic Development Director) on the same issues discussed in the meeting also occurred. The Orton Slough drainage project meeting was held at the Woodbury County Engineer's office in Moville and included staff from I+S Group. During the meeting, ideas and concepts were formulated regarding alternative ways to deal with drainage and water quality issues. The cost shown below is for preparation for the meeting and post-meeting concept development. We have included some of these concepts in the *Envision 2050 Master Plan* and would like to discuss them in detail with the Board of Supervisors if you are interested in working on this project.

Senior Principal	6.0 HR	\$200.00/HR	\$1,200.00
Staff Engineer	0.5 HR	\$115.00/HR	\$57.50
Subtotal			\$1,257.50
Travel			\$0
Total			\$1,257.50

Master Plan Roll-Out

At the Board of Supervisors' request, we met with staff at the Cities of Sioux City and Sergeant Bluff (Salix was unavailable), and The Siouxland Initiative (TSI) to present and reiterate the findings and conclusions of the Master Plan and specifically the TIF Use Policy, in an attempt to provide a better understanding to the key stakeholders on the policies developed. Preparation for the meetings is included in this item. Examples on the specific use of County TIF, RISE, and City funding for the Sergeant Bluff Dogwood Trail project were presented. The meetings were held at each City's facility and at TSI's office in Sioux City.

Senior Principal	6.0 HR	\$200.00/HR	\$1,200.00
Subtotal			\$1,200.00
Travel			\$0
Total			\$1,200.00

Nature Center Presentation

At the Board of Supervisors' request, we prepared and presented a PowerPoint presentation and financial examples at the Dorothy Pecaut Nature Center in Sioux City to build public support for the concepts expressed in the Master Plan. The presentation was attended by representatives from CF Industries, City Council members from Sioux City, the County Board of Supervisors, staff from Sergeant Bluff, interested members of the public, and the media.

Senior Principal	12.0 HR	\$200.00/HR	\$2,400.00
Staff Engineer	7.5 HR	\$115.00/HR	\$862.50
Subtotal			\$3,262.50
Travel			\$0

Total

\$3,262.50

Memorandum of Understanding Conference Call

We facilitated discussions and prepared a Memorandum of Understanding, initially requested by the mayors of Sioux City and Sergeant Bluff. The Memorandum of Understanding was understood to be a hurdle regarding TIF use and annexation as it related to the Sergeant Bluff Dogwood Trail project, as well as future uses. It was ultimately determined the MOU was not practical due to annexation and 2-mile jurisdictional limit issues, however. During a conference call with the County, Sioux City, and Sergeant Bluff, it was discussed that Sergeant Bluff intended to annex the land surrounding the Dogwood Trail project, therefore removing Sioux City and Salix's potential jurisdictional control of the area.

Senior Principal	1.0 HR	\$200.00/HR	\$200.00
Staff Engineer	1.0 HR	\$115.00/HR	\$115.00
Subtotal			\$315.00
Travel			\$0
Total			\$315.00

Meeting with New Supervisors

In an effort to education the newly elected Board of Supervisors on the *Envision 2050 Master Plan* and TIF Use Policy progress, we met with newly elected Supervisors in MEC's Sioux City office to brief them on the work completed on the Master Plan, TIF Use Policy, etc. We prepared information (including maps, financing examples, etc.) to present to the Supervisors to educate them on the history of the project and conclusions of the report.

Senior Principal	6.0 HR	\$200.00/HR	\$1,200.00
Subtotal			\$1,200.00
Travel			\$0
Total			\$1,200.00

McClure Engineering Company is happy to contribute the costs incurred for the services in this item toward the overall good of the project and the County. As such, the attached invoice shows a **credit of \$1,200.00** and payment for services related to this item is **not** required.

The total cost of professional services incurred detailed in the items above is \$7,235.00, consistent with the total "Questioned" amount in the attached invoice. We understand the remaining \$5,470.00 billed under Phase 4 – Additional Meetings under the *Envision 2050 Master Plan* contract that was incurred to address unforeseen items required to complete the work is not questioned by the Board of Supervisors. However, due to the \$1,200.00 credit for the item "Meeting with New Supervisors", the attached invoice reflects \$11,505.00.

If you have any questions or comments, please do not hesitate to contact Terry Lutz or myself.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alex Potter', with a stylized flourish at the end.

Alex Potter, E.I.

Staff Engineer

Encl.: MEC #2613001-00 Invoice #9823, Dated March 31, 2015

cc: Mark Monson – Woodbury County Board of Supervisors
File