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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:

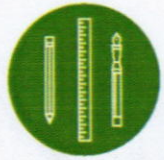
1. ISG will prepare a work order with a written description specifying the repairs to be made. A corresponding opinion of construction cost will be generated to provide an approximate level of magnitude for the repairs. The work order will be submitted to the Board of Supervisors for review and approval. 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

ACKNOWLEDGEMENT OF ACCEPTANCE	
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.	