

February 3, 2021

Mark Nahra, P.E.
County Engineer
Woodbury County, Iowa
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300+
EMPLOYEES

43
STATES LICENSED

ZWEIG GROUP
HOT FIRM LIST FOR 2020

TOP 500
2020 ENR FIRM

RF Professional Services Proposal for
District Watchman Services
Woodbury County, Iowa



Woodbury Board of Supervisors,

ISG has appreciated the opportunity to provide District Watchman Services in Woodbury County since 2016, and would like to update the agreement in providing these services, as needed, to assist the Board of Supervisors and the County Engineer in keeping the district facilities in Woodbury County in a good state of repair. By engaging a trusted firm to provide District Watchman Services, the Board, acting as Trustees for the Districts, will benefit the Drainage District by avoiding large, unnecessary repairs through proper maintenance, thereby providing more efficient ongoing use of drainage funds.

With a talented and responsive team available to assist you, ISG stands ready to renew this agreement with a three-year proposal for District Watchman Services. This agreement allows for a quick response to district needs with a proactive, experienced Watchman. The Board of Supervisors, acting as Trustees of the Woodbury Districts, can order repairs for district facilities up to \$50,000 without having to prepare an engineering report and go to public hearing with the landowners. The response and evaluation services under this agreement can be used to evaluate these repairs and will be coordinated with the County Engineer prior to performance by ISG.

DRAINAGE DISTRICT WATCHMAN DUTIES

Field Investigation + Work Orders

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. ISG 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.

1. Watchman services will include field reviews to estimate damages for the application, meeting with FEMA Representatives to review the damage sites and estimate quantities, review of FEMA's damage descriptions and dimensions reports, review of FEMA's cost and scope reports.
2. Engineering services for preparation of plans and specs, bidding of work, contracting and construction staking, observation and contract administration will be charged at our regular fee rates for the staff involved.

Tree + 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 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 renewal agreement for compensation on an hourly basis at the 2021 rate of **\$92 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. ISG will notify the Board of changes in the fee for Watchman Services each January by email. If acceptable this proposal will renew for the next calendar year at the rate specified.

Please contact ISG with any questions regarding the outlined services or this renewal agreement. 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,

Ivan Droessler, PE
Principal, Senior Civil Engineer
*Enclosed: ISG Personnel

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this 16th day of February, 2021.

Name: Roddy DeWitt

Title: WATCHMAN

Signature: [Handwritten Signature]

This proposal is valid for 30 days.



Ivan Droessler, PE
Principal, Senior Civil Engineer

A leader of civil, agricultural, and environmental engineering projects for ISG, Ivan brings more than 30 years of planning, design, and management experience to his role. Ivan's diverse portfolio of work represents experience in agricultural drainage, conservation practices, wetlands, and stormwater control projects. Ivan's work as a drainage consultant with expertise in Drainage District procedures is highly regarded, and he has provided services for numerous Drainage Districts throughout Iowa Counties. Ivan also currently leads the ISG technical services for siting, design, and construction of Edge-of-Field Water Quality Practices in Iowa. Maintaining close relationships with organizations such as IDALS, IDDA, NRCS, and IDNR keeps Ivan at the forefront of agricultural drainage and water quality science.

EDUCATION

Bachelor of Science in Agricultural Engineering,
Iowa State University - Ames, IA

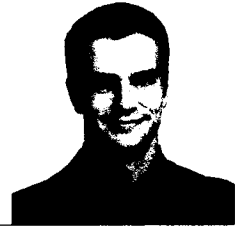


Josh Werner
Graduate Engineer

Raised on a Century Farm, Josh understands Iowa's agricultural and water concerns. His diverse portfolio includes agricultural drainage, conservation practices, animal waste management, construction staking/observation, and topographic/boundary survey. Since 2019 Josh has been involved with the delivery of District Watchman Services. His 5+ years of experience as a designer, surveyor, and field inspector provides him the skills necessary for streamlining projects through effective communication between all stakeholders. Josh offers sound solutions to land surveying and engineering design, as well as construction staking and observation services for numerous county drainage facilities across Iowa.

EDUCATION

Bachelor of Science in Civil Engineering,
Iowa State University – Ames, IA



Cole Budach
Graduate Engineer

Cole has accumulated an in depth knowledge of agricultural drainage projects from his experience in survey collection, project staking, and construction observation since joining ISG. He is skilled in the use of GPS survey equipment, GIS software, and AutoCAD Civil3D drafting for the development of detailed design plans. Cole applies his expertise in water resources to provide clear and smooth communication between ISG, clients and contractors and takes pride in knowing that ISG's engineering expertise improves drainage and crop yield for agricultural clients across the Midwest.

EDUCATION

Bachelors of Science in Civil Engineering,
Iowa State University - Ames, IA



Kurt Fox
Construction Administrator/District Watchman

Kurt's broad experience in the agricultural construction industry provides him with valuable skills and knowledge as a construction administrator for ISG's Water Resource team. A dedicated point-person working seamlessly between contractors and engineers, Kurt balances field work and project oversight, providing agricultural drainage services such as on-site and open ditch survey, project staking, and edge of field installations. With added experience as a District Watchman, Kurt is prompt and reliable, assessing agricultural concerns thoroughly and communicating effectively with the County Board of Trustees and contractors to complete needed repairs quickly and efficiently.

EDUCATION

Bachelor of Science in Agricultural Systems Technology and Industrial Technology, Iowa State University – Ames, IA