

# Council/Staff Planning Session

## Council Chambers, City Hall

1. Meeting Date And Time

1.1. February 15, 2017 6:00 P.m. Council Chambers

2. Call To Order

3. Mayor's Comments

4. Fox Engineering-Wastewater Treatment Plant Facility Plan Update

Documents:

[AIS - WWTP FACILITY PLAN - FOX ENG 2.15.17.PDF](#)

5. Adam Kiel-Soybean Association Sponsored Project Discussion

Documents:

[AIS - IOWA SOYBEAN ASSOC - SPONSORED PROJECT PARTNERSHIP.PDF](#)

6. Department Head Update - Kim Jones, Library Director

7. Wayfinding Update - Corbin Design Group Info

Documents:

[SKMBT\\_50117021315420.PDF](#)

8. Review M/M Contract With GHD For Shaw Avenue

Documents:

[AIS - GHD SHAW AVE ANNUAL MONITORING AND MAINTENANCE 2017.PDF](#)

9. Review Of Roling Street Water Main Replacement, Bunn Ave Sanitary Sewer Replacement And Clark Street Sidewalk Extension Projects

Documents:

[AIS 2017 PLANNING SESSION PRELIMINARY PLANS FOR ROLFING ST WATER BUNN AVE SEWER CLARK ST SIDEWALK.PDF](#)

10. City Administrator Report

11. Adjourn

**MEETING DATE: 2/15/17**

**ITEM: 4**

## **AGENDA ITEM SUMMARY**

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**Subject: Fox Engineering – Waste Water Treatment Plant Facility Plan**

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**Background Summary:**

Lance Aldrich from Fox Engineering will be present to discuss the Waste Water Treatment Plant Facility Plan. Three options for types of treatment plant have been reviewed and will be discussed as far as options for what type of treatment plant we will be looking at to replace our existing treatment system.

CITY OF CHARLES CITY

**MEETING DATE: 2/15/17**

**ITEM: 5**

## **AGENDA ITEM SUMMARY**

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**Subject: Iowa Soybean Association Sponsored Project Partnership opportunity**

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**Background Summary:**

Adam Kiel from the Iowa Soybean Association will be present to discuss the potential partnership between the City and the Iowa Soybean Association in doing a "Sponsored Project" that would implement water improvement practices in properties adjacent to Charles City. This would be very similar in concept to what we are doing with the RCPP grant from a project type perspective.

A Sponsored Project is completed via the State of Iowa through the revolving loan fund (SRF) . If we ultimately fund our Wastewater Treatment Plant expansion project with SRF funding, which is likely, then we would be able to direct a portion of the interest that we would be paying towards a sponsored project to improve water quality. This could be the project or one of the projects we do through this program.

CITY OF CHARLES CITY

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## AGENDA ITEM SUMMARY

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**Subject: Wayfinding design agreement with Corbin Design**

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### **Background Summary:**

The City's Wayfinding Advisory Committee has been discussing our next step to fulfilling the City's goal in implementing a wayfinding signage program. The Committee identified three design firms and requested statement of qualifications from the firms to make a selection of the most qualified firm to retain for the planning and design of the City's wayfinding program.

The Committee unanimously selected Corbin Design from Traverse City, Michigan as the firm to negotiate with for the preparation of a professional services agreement for the planning and design of a wayfinding signage program. Corbin Design has completed hundreds of wayfinding projects throughout North America and is considered a national leader in wayfinding consulting and signage system design.

We have attached a copy of the design agreement presented to us by Corbin Design. The scope of services include three separate tasks. The first task starts with an analysis of the City's signage needs, developing a destinations list, and assembling recommendations for wayfinding. The second task consists of the system design. Corbin will develop a wayfinding sign with the shape and color unique as well as the types of signs. The full sign type array may include the following types of signs: trailblazers, gateway, vehicular directional, public parking identification, major destination identification for City facilities, pedestrian directional, pedestrian map kiosks, bicycle directional and trailhead identification. The design concepts from Task 2 will be presented to the Council for approval. The third and final task will develop a wayfinding design manual which will be the final plan of our wayfinding system. The design manual will consist of the location of each sign and the type of sign and the message that will be displayed on each sign. The manual will also include design drawings for the plan of each sign type indicating the dimensions, letter heights, material specifications, mounting methods, and color specifications. A preliminary cost opinion will be presented to the Council as part of Task 2. Task 3 will include a final cost opinion and a phasing plan to fully implement the wayfinding system.

The cost of the design is a not to exceed fee of \$49,230.00. The design work has to be completed before August 15, 2017 as required by the Main Street Technical Assistance Grant. Corbin has indicated to us that they will meet that deadline.

Approval of the design agreement by the City Council will be on Tuesday's City Council meeting. With approval of the agreement, Corbin will start their design work in March.

CITY OF CHARLES CITY

**PROPOSAL FOR SERVICES**

**City of Charles City, Iowa**

**Wayfinding Signage Program**

February 13, 2017

**SUBMITTED BY:**

**Shelley Steele, President**

**Corbin Design**

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**corbindesign**

## Project Understanding

The City of Charles City (the City) has requested that Corbin Design, Inc. (Corbin Design) submit a proposal to provide consulting and design services to develop a Wayfinding Signage Design Manual for the City, a 6.31-square mile area. We understand the project goal is to provide consistent information with a uniquely designed appearance to assist the traveling public in efficient navigation within the City.

## Project Approach

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### Task One: Analysis

- An initial visit to learn about the City and its destinations, assess the current wayfinding signage, discuss your audiences and determine your signage needs;
  - Document recommended logic and circulation patterns;
  - Develop a destination list; and
  - Assemble a Wayfinding Recommendations Summary document.
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### Task One Details

To begin Task One, we familiarize ourselves thoroughly with Charles City and what draws people there: its history, culture, destinations and events. We will assist you with selecting the appropriate representatives to form a Stakeholder Group and a smaller Core Team that will work with us throughout the project. During the kick off trip we will complete the following:

- A guided tour of the area
- Initial Core Team meeting
- Stakeholder Group meeting
- Community meeting
- Initial findings and next steps meeting with the Core Team

During the initial meeting with the Stakeholder Group we will discuss the project scope and objectives, wayfinding needs, budget, schedule, physical, topographic and architectural characteristics of the City, and the potential design aesthetics of signage elements.

During this task we:

- Learn how people move into, around and out of the area in order to review vehicular and pedestrian circulation patterns;
- Identify user groups, their specific needs and expectations regarding wayfinding;
- Develop the wayfinding logic;
- Determine which destinations should be included in the wayfinding program;
- Review destination/attraction names and, if needed, suggest alternative terms;
- Develop the primary and secondary destination lists;
- Develop a site plan showing circulation patterns, primary public destinations, etc.;
- Understand the use and presentation of existing logotypes, the City seal, etc.;
- Discuss maintenance, budget and phasing;
- Evaluate zoning code requirements for the signage; and
- Develop a detailed project schedule.

At the end of this task we will develop an initial draft of a Wayfinding Recommendations Summary and conduct a web-based conference call to discuss the document. After the conference call this document will be updated once before final approval.

**Deliverables:** A digital version of the Wayfinding Recommendations Summary

**Onsite Meetings:** One, two-person trip to complete the kick off meetings

**Timeline:** Two months

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## **Task Two: System Design**

- We design two initial signage design concepts, present and discuss them;
  - Revise the selected signage design concept and develop the full sign type array;
  - Present the full sign type array;
  - Revise the full sign type array; and
  - Develop the preliminary cost estimate.
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### **Task Two Details**

We begin Task Two, System Design by further analyzing your identity standards, project goals and objectives and feedback from our initial meetings. We discuss integrating design cues such as historical, architectural or topographical features, streetscape elements, materials and themes as we develop an appropriate design aesthetic for the system.

We then prepare color elevation design drawings for two initial signage design concepts. Each concept will show the form, scale, typography and color for three high-level wayfinding sign types. Corbin Design will present two design concepts via a web based conference call for the City's review and approval, and will modify the selected design concept up to two times to obtain final approval of the visual design direction.

Once the City has given final approval on the visual design of the system, we apply the design to the sign types that make up the balance of the system. We present these designs via a web based conference call and revise the individual sign type designs up to two more times to obtain final approval of the visual design of the entire sign type array.

The full sign type array may include the following types of signs:

- Trailblazers leading to the area
- Gateway signage
- Vehicular directional
- Parking identification (for public parking facilities)
- Major destination identification (for city facilities)
- Pedestrian directional
- Pedestrian map kiosks
- Bicycle directional
- Trailhead identification, maps and directional

At this point, we can develop a preliminary cost estimate for the fabrication and installation of the system based on approximate unit costs.

**Deliverables:** Digital versions of the final Sign Type Array and preliminary cost estimate

**Onsite Meetings:** None

**Timeline:** Two months

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### Task Three: Documentation

- We develop a detailed sign location plan and sign message schedule;
- Verify the sign locations and sign messaging onsite;
- Add detailed specifications to each sign type drawing; and
- Develop the Wayfinding Signage Design Manual.

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### Task Three Details

With the City's final approval of the wayfinding recommendations and designs, we begin Task Three, Documentation. This task provides information necessary for the specification, purchase, fabrication and installation of the approved signage system.

The resulting documentation consists of the following:

- Sign Location Plan and Sign Message Schedule; and
- Design Intent Drawings for each sign type including dimensions, letter heights, material specifications, general mounting methods and color specifications.

The Sign Location Plan and Sign Message Schedule identify the high-level public wayfinding signage we have designed for the proposed system, plot its location and define its content. A Sign Location Plan is a site plan that graphically illustrates the preferred location of each proposed sign from a wayfinding standpoint, with locations depicted as accurately as possible given the plan's scale. A Sign Message Schedule defines what each sign will say, identifies the sign type, and lists its location. It also notes whether any graphics are included on the sign, such as directional arrows, icons or symbols.

We ask the City to review the Sign Location Plan and Sign Message Schedule closely for accuracy. We will modify these documents up to two times before asking for final approval.

Using the final Sign Location Plan and Sign Message Schedule, we update the cost estimate and develop a phasing plan for implementation of the signage elements.

We then develop the Wayfinding Signage Design Manual. This document will include:

- A brief review of the issues and objectives of the wayfinding system;
- Documentation of the approved wayfinding logic;
- The final destination list including terminology for primary and secondary destinations;
- A final cost estimate and phasing plan for implementation of the signage elements;
- Sign type drawings with specifications that are ready for bid; and
- The Sign Location Plan and Sign Message Schedule.

At the end of this task we conduct a web-based conference call to discuss the Wayfinding Signage Design Manual. After the conference call this document will be updated once before final approval.

**Deliverable:** A digital version and four (4) hard copies of the Wayfinding Signage Design Manual

**Onsite Meetings:** One, two-person trip to verify the sign locations and messaging

**Timeline:** Two months



## Additional Services

Corbin Design is often asked to provide additional services in conjunction with a wayfinding and signage program, to promote the program and/or expand its reach. If asked to provide any of these services, we will submit a detailed cost estimate and obtain approval before performing any work. These services include but are not limited to:

- Designing or developing:
  - Custom icons, logos, maps and directory artwork
  - Donor recognition signs or sign elements
  - Interior wayfinding signage for any parking decks/garages
  - Presentation materials for use in education or promotion of the program
  - Electronic, interactive or web-based wayfinding applications
  - Sign by sign audit of existing signage or a demolition report
- Mockup, temporary, prototype or sample signs, including:
  - Production, coordination or management
  - Fabrication or installation
- Determining electrical or structural requirements for building-mounted signage
- Construction documents with a seal from a licensed architect and/or engineer
- Zoning, DOT or Planning approval, including:
  - Attendance at meetings
  - Management of the process
  - Documentation beyond the items listed as deliverables in this proposal
- Translating sign messaging into languages other than English
- Building the logic or providing consulting services for soliciting funding, whether by developing formulas or identifying potential sources for implementation funds
- Management of a bid, fabrication or installation process
- Acquiring photography or illustration, or providing photo direction for use in this project

## Proposal Fee

Corbin Design asks to be compensated professional fees and reimbursable expenses on a time and materials, not-to-exceed **\$49,230** basis.

## Fine Print

- 1) **Professional Fees** for services are billed monthly according to the progress of the work together with expenses incurred, and are payable within 30 days. No initial payment is required. Balances unpaid for 30 days after the date of invoice are subject to a late charge of 1½ percent per month. For any additional services that are requested, we first define a scope of services sufficient to determine the amount of professional fees required, receiving approval from the City before any additional services are provided. If the project is not completed within 12 months from the date of this contract, additional professional fees may be required.
- 2) **Travel Expenses** will be billed at the actual cost of transportation and living expenses incurred while performing services on the project. Estimated travel expenses for this project include two, two-person trips to Charles City, Iowa. In order to maintain cost efficiency and stay within estimated budget guidelines, we request that meeting dates be confirmed at least two weeks in advance. If the project is not completed within 12 months from the date of this contract, or meeting dates are not confirmed at least two weeks in advance, additional travel expenses may be required.

- 3) **General Expenses** will be billed at actual cost for expenses we incur on behalf of the project such as printing, communications and shipping.
- 4) **Maximum Fees:** These maximum fees and expenses apply as long as the scope of the work remains the same, previously approved materials are not revised, and the work schedule proceeds directly and efficiently without a delay that exceeds six months. If it appears that the maximum fees and expenses could be exceeded for reasons beyond our control, we will notify you, and agree either on new fee and expense limits or a new strategy for completing the project within the existing fees and expenses.
- 5) **Reactivation Compensation:** If the project is suspended for longer than six months and is subsequently reactivated, the City and Corbin Design shall, prior to reactivation, agree upon a lump sum or other basis of reimbursement to Corbin Design for any extra start-up costs occasioned as a result of the work having been suspended.
- 6) **Leadership Changes:** Should the City leadership change during the course of Corbin Design's work, or should new entities join the leadership team, necessitating additional client education, Corbin Design may elect to put its work on hold until a meeting is held to discuss project progress to date and future direction, to assure a smooth transition. Corbin Design's time and expenses applicable to such meeting, if any, shall be paid by the City as an additional expense along with associated fees.
- 7) **Insurance Coverage:** As a professional services firm located in Michigan, Corbin Design maintains the following insurance coverage:
- Commercial General Liability: \$2,000,000 per occurrence/\$4,000,000 aggregate;
  - Automobile Liability: \$2,000,000 combined single limit;
  - Excess Liability: \$1,000,000 per occurrence/\$1,000,000 aggregate;
  - Workers Comp and Employer Liability: \$1,000,000 per occurrence; and
  - Professional Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate.
- If additional insurance coverage is required, the cost of purchasing the additional coverage, if any, shall be paid by the City as an additional expense.
- 8) **Conditions and Responsibilities:** The Sign Location Plans provided to the City by Corbin Design are general in nature and not to scale, and reflect locations deemed desirable for the effectiveness of the overall wayfinding plan. They do not include exact locations or provide mounting, electrical or landscaping specifications. The investigation of actual exterior site conditions such as underground utilities and other encumbrances is the responsibility of the City and the sign contractor selected to install the signs.

The design drawings prepared by Corbin Design show design intent, not construction or engineering detail. The fabricator is responsible for fabrication, installation and overall product quality. We expect the more detailed development and engineering of the design-intent drawings and installation detail to be shown in the fabricator's submitted shop drawings.

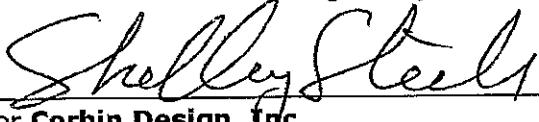
This fee proposal shall remain in effect for 90 days. We reserve the right to re-evaluate our proposal if not acted upon during this period. Our quotation for professional fees is based on the anticipated project schedule, and our past experience with projects of similar size and complexity.

This Agreement may not be assigned, sublet or transferred without the written consent of both parties. Either party may terminate the Agreement by giving seven days written notice or at the completion of any of the parts or tasks outlined above. In the event of termination, Corbin Design shall be compensated for all work performed to the date of notification, including authorized general expenses, change orders and additional services.

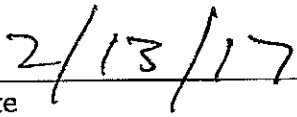
Although our services result in the provision of tangible items to the City, this Agreement is a contract for services and not for the sale of goods. Corbin Design will determine methods, details and means of performing the services provided at our sole and reasonable discretion.

If the above conditions are acceptable to you, an authorized signature below will constitute an agreement. Please return one signed copy for our records. Also, please email a purchase order to Carol Low, [carol@corbindesign.com](mailto:carol@corbindesign.com).

We look forward to working with you on this exciting project!

  
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for **Corbin Design, Inc.**

  
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Date

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for **The City of Charles City, Iowa**

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Date

**MEETING DATE: 2/15/17**

**ITEM: 8**

## **AGENDA ITEM SUMMARY**

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**Subject: Shaw Avenue Dump – GHD annual Monitoring and Maintenance Agreement**

**Recommendation: Approve contract**

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**Background Summary:**

GHD (formerly Conestoga Rover) conducts the annual testing of the Shaw Avenue Dump area ground water for arsenic residuals. This area was required to be remediated by the EPA which was done in the early 1990's. The City shares in this expense with Zoetis and we recently received the annual cost estimate from GHD for calendar year 2017. The monitoring for this year is expected to be a total cost of \$21,500 and will include the monitoring of four wells in the area. Since the City and Zoetis share in the costs our total out of pocket will be **\$10,750**.

CITY OF CHARLES CITY

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## AGENDA ITEM SUMMARY

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**Subject: Preliminary plans for the Roling Street Water Main Replacement, Bunn Avenue Sanitary Sewer Replacement, and Clark Street Sidewalk Extension Projects**

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### **Background Summary:**

At the next Council Meeting, we will request approval of the preliminary plans and schedule letting and hearing dates for the following three projects:

- 2017 Roling Street Water Main Replacement Project
- 2017 Bunn Avenue Sanitary Sewer Replacement Project
- 2017 Clark Street Sidewalk Extension Project

The 2017 Roling Street Water Main Replacement Project will include replacing the 1,175 lineal feet of existing 8" water main from First Avenue to Salsbury Avenue. This water main has had multiple main breaks including a break under the Charlie Western Trail. Currently in order to isolate the leaking section of water main under the Charlie Western Trail, the Water Department has closed water valves to isolate the easterly section of the broken main. For a significant portion of this project, there are two water mains within Roling Street. The eight-inch water main serves properties on the south side of the street and a four-inch transite water main serves the north side properties. The new water main will serve both sides of the street and the transite water main will be abandoned in place.

Last fall it was determined through inspections that the sanitary sewer on Bunn Avenue was in a deteriorated condition that could possibly collapse. The condition of the main eliminated it as a lining project, and it was too late in the year to start a reconstruction project. The 2017 Bunn Avenue Sanitary Sewer Replacement Project will include replacing 205 lineal feet of 8" sanitary sewer, reconnection of three (3) services, a new sanitary sewer manhole, and replacement of the aggregate street surface.

We have previously discussed the need to continue the existing sidewalk on Clark Street to make the connection between the existing sidewalk at Pfeiffer Avenue and the Charley Western Trail and High School Campus. The 2017 Clark Street Sidewalk Extension Project will include the construction of approximately 400 lineal feet of five foot (5') wide PCC sidewalk. The project will also include placing pedestrian curb ramps at Pfeiffer Avenue and Smith Avenue and grading and seeding along both sides of the new sidewalk.

We will schedule the lettings for all three projects on March 30<sup>th</sup> and hold the public hearings and award the construction contracts at the April 3<sup>rd</sup> City Council meeting.