



City of Prairie City, IA

CLIENT LIAISON:

Andrew Inhelder, PE
Phone: 515-635-3403
ainhelder@msa-ps.com

DATE:

May 4, 2022

2022 GENERAL ENGINEERING SERVICES

Based on discussions with the City, there is a desire to have MSA provide general engineering services on a time and expense basis with a not to exceed number. This agreement would be for any minor engineering related services that come in front of the City that MSA would assist with. Such as, but not limited to, site plan reviews, cost estimating, utility mapping, engineering reviews, and other general engineering services that are authorized through written communication with the City. Any larger projects that come to light would be approached with a separate task order as done in the past.

IN PROGRESS

Prairie Point Plat 1 – Townhomes & Apartments along State Street

- Developer reached out on April 6, 2022 and submitted sketch plans for the development and requested meeting with the City to discuss steps moving forward.
- Have not received a submittal from Developer.

Sacred Willow Farms Site Review – Site along Poplar Ave West of Dollar General

- Developer still needs approval for site signage but otherwise site plan was approved by Council.

GIS Mapping Updates

- MSA working with City staff to utilize the GIS mapping and workflows.

Car Wash Site Plan

- MSA received and reviewed site plan improvements for Car Wash.

PROJECT UPDATE

TASK ORDER #10 – STORMWATER STUDY

It is our understanding that the City would like to make improvements to the stormwater flow in the northern portion of town. MSA Professional Services, Inc. shall provide the following services in accordance with the completion of the above project: MSA will create an overall stormwater model based on 10-year storm flow to identify potential problem areas within the northern part of town. After creation of the overall exhibit, we will walk the area with City Staff to identify additional/problematic areas. MSA will then fine tune the stormwater model to better represent on the ground conditions in several problem areas, such as identifying blocked culverts & intakes which will lead to recommendations for possible improvements.

ONGOING TASKS

- Flush targeted storm lines to identify connectivity. This work will be completed pending City Staff availability during dry warm weather.

NEXT STEPS

- Identify possible improvement projects along with phasing
- Revise improvement projects as necessary.
- Present to City Council.

PROJECT UPDATE

PHASE 1 WATER SYSTEM IMPROVEMENTS, CONSTRUCTION RELATED SERVICES

This is for construction related services regarding the Phase 1 Water system Improvement project including bidding, construction staking, construction administration, and construction observation.

RECENTLY COMPLETED STEPS

- Construction start date: 08/23/2021

ONGOING STEPS

- 5th & Dewey
 - Water main is complete
 - Services are complete.
 - Water main connections and abandonment of existing main is complete.
 - Surface restoration and roadway paving are in process of being completed.
- North Street
 - Water main is complete.
 - Services are complete
 - Water main connections and abandonment of existing main is complete.
 - Surface restoration and roadway paving are in process of being completed.
- 8th Street
 - Water main is complete.
 - Services are complete
 - Water main connections and abandonment of existing main is complete.
 - Surface restoration and roadway paving are in process of being completed.

NEXT STEPS

- Contractor began work again at end of February, 2022.
- Substantial completion date is May 16, 2022. Walkthrough is to be scheduled once roadway paving and surface restoration is complete.
- Final completion date is June 15, 2022

RECORD OF CHANGE ORDERS (CO) & REQUESTS FOR PRICING (RFP)

- CO #1 – **Approved: +\$6,000.00**
 - Remove and backfill unknown underground storage tank in path of water main.
 - Currently working with Iowa DNR for approval. Iowa DNR is requiring additional ground soil and ground water sampling to determine if there are contaminants in the soil.
 - Ground water sampling has been completed in early January by Terracon.
 - Currently waiting on test results to determine next steps.
 - Tests came back with contamination below the required mitigation levels. No further action is necessary.

PROJECT UPDATE

TASK ORDER #15 – MARSHALL STREET RECONSTRUCTION, CONSTRUCTION RELATED SERVICES

This is for construction related services regarding the Marshall Street reconstruction project including, construction staking, construction administration, and construction observation.

RECENTLY COMPLETED STEPS

- Construction began July 19th, 2021
- Substantial Completion target date: October 20, 2021
 - Substantial completion actual date: October 22, 2021.
- Letter suspending calendar dates for the winter was issued December 16, 2021.
 - Calendar dates will resume no later than May 1, 2022 for seeding and final completion.

NEXT STEPS

- Final Completion date is November 19, 2021
 - Contractor is working on punch list items remaining prior to final completion.
 - Final completion liquidated damages are \$500/calendar day past November 19th.
 - MSA will monitor any extra expense incurred to the City due to the contractor not meeting the substantial/final completion dates and will prepare a change order addressing these.
- Contractor has completed all punch list items except cleaning of a water valve box. This work will be completed in the spring weather depending.
- Will schedule final walkthrough with City to review project for final acceptance.

RECORD OF CHANGE ORDERS (CO) & REQUESTS FOR PRICING (RFP)

- CO #1 – **Approved:** +\$7,106.00
 - Water service addition/revisions
 - Storm manhole modifications necessary due to site conditions.
- CO #2 – **Approved:** -\$483.50
 - Removal of 2 trees and removal of planned retaining wall in front of residence.
- CO #3 – **Approved:** +\$22,291.76
 - Remove and replace concrete curb and section that is settling along north side of Jefferson from Main St. to Marshall St. (North side of square)

TASK ORDER #19 – COMPREHENSIVE PLANNING UPDATE

MSA presented to Council and prepared proposal for a comprehensive planning update. Council is soliciting competitive quotes before proceeding.

PROPOSED SCOPE OF SERVICES

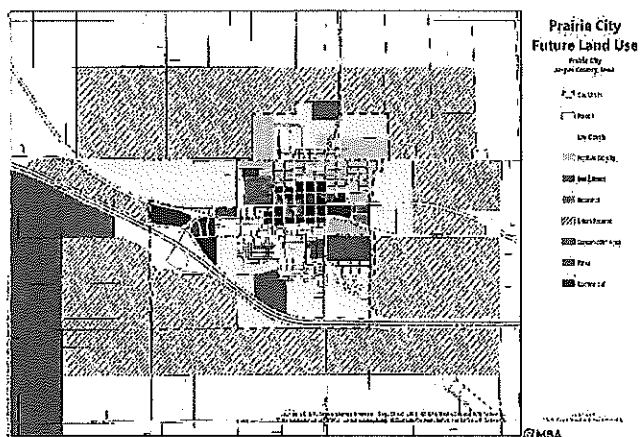
COMPREHENSIVE PLAN

PRAIRIE CITY, IA

One of MSA's goals is to "create better places to live and work." It is our commitment to you to bring our expertise together with your needs and assist your community in developing the best and most appropriate solutions. We truly believe in making partners and not just completing projects.

PROJECT DESCRIPTION

The Council has a goal of improving Prairie City and attracting additional growth across the community. The City Council would like a consultant to assist them in updating a Comprehensive Plan for Prairie City that involves traditional and online public engagement completed in an efficient timeline and a plan that is easy to read and implement.



In 2021 MSA completed revisions to the City's Future Land Use Map, Development Limitations Map and Reinvestment Opportunities Map. We will utilize the maps and revise them as part of the Comprehensive Plan update. We will also utilize the 2019 Strategic Plan as a reference for developing Goals and Policies for the Comprehensive Plan as well as the new Action Plan for Implementation.

MSA is prepared to provide Prairie City with an implementable plan that will be developed in about 8 months using a both online and traditional methods.

PHASE #1 – COMMUNITY ENGAGEMENT

A transparent public participation process is the foundation to a successful plan. We will approach this work with diligence, creativity, open-mindedness, and respect for the input of all participants. We believe that our role as your consultant is to work hard, introduce fresh ideas, listen carefully, and deliver a plan that accurately represents the consensus of City Staff, the Steering Committee and Council members, business owners and residents.

We understand the importance of a genuine, multi-faceted approach to engage stakeholders in this important planning process. MSA will facilitate an inclusive, and effective community engagement process that will both improve the plan and build support for adoption and implementation. An effective Community Engagement Strategy will help residents envision and

understand a good balance of physical, social, economic, and aesthetic values. Our proposed approach includes the following elements:

ArcGIS Online Story Map – Project Plan Website

MSA will develop and host an ArcGIS Online ESRI Story Map to serve the planning process and host the completed Comprehensive Plan. The site can easily be linked to the City's website for easy access and hosted by the City utilizing the City's ArcGIS Online account after the planning process is complete. Developing the plan online will save costs, provide the community with better access to the process, and lead to a more innovative and interactive plan product. While the plan will live online, hard copies of the elements can be exported to PDF and printed as hard copy as necessary.

Planning & Zoning Commission Meetings

The City's Planning and Zoning Commission will be the primary review body throughout the planning process. We propose attending three Planning and Zoning Commission meetings during the planning process. Meeting presentation materials will be emailed prior to the meetings and posted on the Project Plan Website for public access.

Online Community Survey

MSA will lead, with assistance from City Staff and City Council, the development of an online community survey. Paper copies will also be available for those who would prefer to complete a printed survey. We will summarize the results of all surveys for the planning process and incorporate trends into the vision, goals and strategies of the updated Prairie City Comprehensive Plan. Complete results of all surveys will be included in the plan.

Public Meetings

Public meetings are an important component of any municipal planning process. To bring the plan to the community and to make the best use of both time and resources, we propose holding two public meetings as part of the planning process.

Meeting #1 – Community Workshop

The first is a Community Workshop to identify, confirm and build on key issues, priorities, and land preferences that may have been identified in past planning processes. The workshop will include a brief discussion of planning basics, an overview of the existing conditions, and a SWOT (strengths, weaknesses, opportunities and threats) analysis activity.

Meeting #2 – Draft Plan Open House

The second traditional public meeting will be a Draft Plan Open House to review the plan near the end of the planning process. The Draft Plan Open House will begin with a period for open review of the plan, maps and exhibits. Next, there will be a short presentation of the updated plan facilitated by MSA followed by open discussion, exhibit review and surveys.

PHASE #2 - COMMUNITY PROFILE, VISION, AND FRAMEWORK

This phase will establish an overall "Vision" for Prairie City that will provide focus and direction for the creation of the Comprehensive Plan and subsequent implementation activities. Based on the desired vision and previous steps in the planning process, preliminary goals and strategies will be prepared.

The majority of the information required to develop materials for Phase #2 will be gathered by MSA from a thorough existing conditions analysis and feedback from the meeting activities outlined in Phase #1 of the planning process. Phase #2 will include creating Element 6: Community Profile. After MSA has completed the Community Profile, we will work with the City Council to review that material and then move into creating the plan, Phase #3.

PHASE #3 - THE COMPREHENSIVE PLAN

MSA will lead the creation of the Comprehensive Plan update for Prairie City. The created plan will serve as a road map, guiding future development in Prairie City. The plan and process will incorporate Iowa plan requirements. We propose the following outline for the plan:

- Element 1: Introduction and Overview
- Element 2: Engagement and Process
- Element 3: Community Profile
- Element 4: Community Elements - Goals & Development Principles
 - Community Vision
 - Community Facilities
 - Housing
 - Transportation
 - Parks & Recreation
 - Economic Development
 - Agricultural & Natural Resources
 - Hazards
 - Intergovernmental Collaboration
- Element 5: Land Use & Growth Management
- Element 6: Implementation & Action Plan
- Element 7: Survey Results

Element 5 of the plan will include an Action Plan for Implementation that translates the process, vision, goals, and development principles into specific action steps for the community. The completed plan will serve as a guide for the community as it continues to grow over the next 20 years.

FINAL DELIVERABLES

The final Comprehensive Plan will be provided in digital format as detailed below:

- ArcGIS Online Story Map as Primary Plan "Document" – Which will be Updated Throughout the Planning Process
- PDF of Final Future Land Use Map for City Printing/Reproduction
- 24in x 36in or 36in x 48in Plot of Final Land Use Map
- One complete PDF export of the Story Map to serve as an Offline/Hardcopy of the Plan.
- Digital mapping data and map files will be provided in ArcGIS format

FEE FOR SERVICES

MSA will provide the City of Prairie City with the above scoped Comprehensive Plan and process for the lump sum fee of **\$18,000.**

Notes:

- Services shall be billed monthly by percentage complete of lump sum contract.
- Lump sum fee includes all expected reimbursable expenses.
- Lump sum fee includes preparation of meeting materials, including any maps, boards, or handouts.
- All draft materials will be distributed electronically.
- Attendance at any requested meetings beyond those outlined in the above scope will require a contract amendment.
- MSA cannot guarantee a specific number of meeting attendees or survey responses will be generated during the process and strives for quality in feedback over quantity.
- MSA will complete draft changes as directed by the Steering Committee in accordance with the schedule proposed in this scope and any changes to the plan proposed outside the schedule/scope will require a contract amendment.

ESTIMATED PROJECT SCHEDULE

Month(s)	Tasks and Meetings
Month 1	P&Z Commission Meeting #1 – SWOT and Expectations Launch Online Community Survey Launch ArcGIS Online Story Map – Plan Website
Month 2-3	Community Workshop Complete Draft of Community Profile
Month 4-5	P&Z Commission Meeting #2 – Review Community Feedback & Future Land Use Planning Complete Draft Plan
Month 6-7	Comprehensive Plan Open House Complete Final Draft Plan
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Engagement Activities Guide

P&Z Commission Meeting

Public Engagement Activity

Online Engagement Activity



Task Order #19

To: City of Prairie City
Jodie Wyman
203 E Jefferson St.
Prairie City, IA 50228

Date of Issuance: 3/15/2022

MSA Project No.: R08994025

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Prairie City Comprehensive Plan

The scope of the work authorized is: Attached

The lump sum fee for the work is: \$18,000

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF PRAIRIE CITY

Jodie Wyman
City Administrator
Date: _____

203 E Jefferson St.
Prairie City, IA 50228
Phone: (515) 994-2649
Fax: (515) 994-2376

MSA PROFESSIONAL SERVICES, INC.

Chris Janson, AICP
Planning Team Leader
Date: 3/15/2022

1555 SE Delaware Ave, Suite F
Ankeny, IA 50021
Phone: (515) 964-1920
Fax: (515) 608-4571

SCOPE OF SERVICES COMPREHENSIVE PLAN PRAIRIE CITY, IA

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Engagement Activities Guide

P&Z Commission Meeting

Public Engagement Activity

Online Engagement Activity



April 12, 2022

Jodie Wyman
City Administrator/City Clerk
City of Prairie City
203 E. Jefferson
Prairie City, IA 50228

RE: PRAIRIE CITY COMPREHENSIVE PLAN UPDATE

Dear Jodie,

We are pleased to provide the City a fee estimate for updating the city's Comprehensive Plan. This estimate is based on my discussions with you, review of your community, our experience with Comprehensive Planning and our experience in working with communities of a similar size and scale to Prairie City. Based on our experience, we believe this update will take place over an 8 to 12 month period, depending on the level of public engagement. This process is briefly highlighted on the next page.

Our work scope and fee estimate is based on an understanding that assumes the update is a refresh to confirm trends, incorporate recent planning directives, update land use patterns and growth boundaries, and update community aspirations for the future (vision and goals). At this time, we believe a fee estimate for updating the City's Comprehensive Plan could range between \$50,000 and \$65,000. The higher end of this estimate assumes a more robust public and stakeholder engagement process. Our team would include Brad Scheib, Trey Rouse, Natalie Brown and Lance Bernard. You can find our bio information and experience on our web site at HKGi.com.

Thank you again for the opportunity to submit a fee estimate for this effort. I would be happy to chat more about our assumption and to help answer any questions about our team, process, and experience. Please let me know if you have questions or need additional information. I can be reached at 612.252.7122 or email at brad@hkgi.com

Sincerely,

A handwritten signature in black ink that reads "Brad Scheib". The signature is fluid and cursive.

Brad Scheib, AICP
Project Manager | Vice President

Proposed Comprehensive Planning Process and Estimated Fee

Task 1: Organize the Effort (\$5,500)

This initial task involves the start-up efforts for a comprehensive plan update process. This task will include orienting the project team to the project objectives, issues, and opportunities as well as provide an understanding and expectation for key project communications and a plan for community engagement. The HKGI team's project management approach ensures efficient and coordinated processes from beginning to end, starting with this task.

Deliverables

- Ongoing internal team collaboration
- Bi-weekly City staff check-ins (by phone)
- Project kick-off meeting (1/2 day event)
- Develop Community Engagement Plan
- Evaluation of the current Comprehensive Plan and reach an agreement with City staff on key elements that need updating
- Mileage and printing expenses

Task 2: Understand the Context (\$8,000)

Task 2 is focused on researching, analyzing, and communicating the local and regional context that may affect Prairie City over the planning horizon (year 2040). This will include a physical analysis of the community, as well as an analysis of regional and local policy plans and studies that will affect Prairie City. This step also includes a general profile of socioeconomic trends (using 2020 Census Data), market conditions, and growth projections for the community. This understanding needs to occur early on in the planning process to help inform the next tasks.

Deliverables

- Conduct an existing conditions analysis - demographics
- Prepare a Snap Shot of today's market
- Develop socioeconomic forecasts
- Develop base maps

Task 3: Community Engagement (\$7,500 to \$17,500)

At a very basic level, public engagement for the Comprehensive Plan will include a project website, online engagement tools, stakeholder interviews, and workshops with elected leaders. A more robust engagement plan may include a Steering Committee comprised of a cross-section of City representatives, pop-up events, promotional materials, and open houses.

We feel that the most effective approach to community engagement is developed collaboratively with City staff who are familiar with the community and efforts that have worked well in the past. Attached to this letter is a menu of approaches and strategies that have worked in other communities on past and current comprehensive planning projects for the City's consideration.

Deliverables (Basic Level)

- Prepare for and attend one (1) pop-up event
- Prepare for and attend up to two (2) joint meetings with the City Council, Planning Commission, EDA and Park Commission
- Conduct property owner interviews (2-4) who have the most significant impacts by changes to future land use plan guidance
- Prepare one (1) educational flyer that promotes the project and website
- Develop a project website and online engagement tools for the City's website

Deliverables (Robust Level)

- Prepare for and attend up to two (2) pop-up events
- Prepare for and attend up to two (2) stakeholder meetings (i.e. school board, chamber, EDA?, other)
- Prepare for and attend up to two (2) joint meetings with the City Council, Planning Commission, EDA and Park Commission
- Conduct property owner interviews (4-6 virtual interviews) who may be impacted by future land use plan guidance
- Prepare one (1) educational flyer that promotes the project and website
- Develop a project website and online engagement tools for the City's website including an online virtual open house.

Task 4: Refine the Vision, Guiding Principles, Goals, and Policies (\$5,000)

We will lead and facilitate a workshop City staff and elected leaders (see Task 3) to refine the plan's vision statements, guiding principles, goals, and policies. As part of the workshop, will help determine emerging trends that may shape the City's future and how these topics can be best addressed as part of the update. Online engagement exercises will also help determine what needs to be considered in making Prairie City a great place to live, work, and play. Based on these discussions, a framework will be developed to promote new strategies and best practices towards becoming a more sustainable and resilient city.

Deliverables

- Confirm and update the existing vision, guiding principles, goals, and policies.
- Prepare and attend a joint meeting with the City Council, Planning Commission, and Parks Commission (see Task 3)
- Develop a list of new strategies and best practice to include in the update

Task 5: Update the Land Use Plan (\$10,000)

Based on findings from Tasks 2 - 4, we will start updating the Land Use Plan. This may include multiple land use plan maps for consideration that depict how the city might develop at or near the proposed Highway 14 interchange locations (County Road 3 and 5). Although land use is identified as a starting point, land use considerations cannot be completely separated from transportation, housing, parks, utilities, and infrastructure. At this point in the process, we will look for opportunities to engage property owners and elected leaders (second workshop – see Task 3) in developing a preferred land use plan.

Deliverables

- Conduct a land capacity analysis
- Develop up to two (2) revised Land Use Plan maps for the City's consideration
- Prepare and attend a joint meeting with the City Council, Planning Commission, and Parks Commission (see Task 3)
- Update the Land Use Plan map and land use categories/designations
- Identify implementation measures/action steps

Task 6: Update Plan Elements (\$11,000)

Updating the Land Use Plan (Task 5) will provide a solid foundation for updating other plan elements. Recognizing and embracing the connections between land use and development planning and the City's infrastructure systems allows for synergy across the city's systems. This task will focus on updating the existing and future transportation, parks, trails, and municipal service systems based on a preferred Land Use Plan and past plans/studies. This will allow for the identification of implementation items (updating Chapter 4) and capital improvement projects.

Deliverables

- Update the Comprehensive Plan
- Seek feedback on the Draft Plan from City staff
- Revise the Draft Plan based on staff feedback

Step 7: Assemble the Final Plan and Seek Approvals (\$3,000)

As we near the end of the process, it is important for the consultant team to begin to take the back seat and turn the process over to the community and City staff. We assume City staff will present the final plan to the Planning Commission and City Council. HKGi will assist City staff in preparing meeting materials.

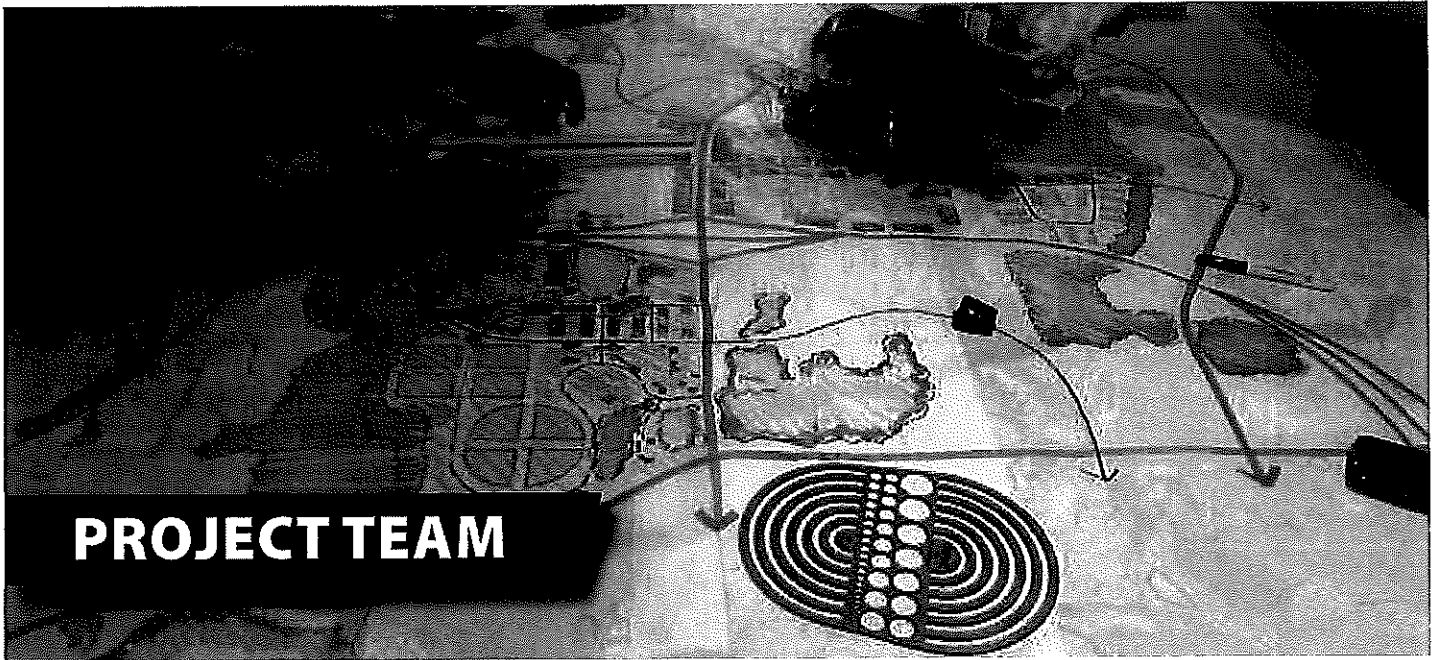
Deliverables

- Assist City staff in preparing materials for one (1) Planning Commission meeting (Public Hearing)
- Produce the Final Plan
- Assist City staff in preparing materials for the Plan's adoption by City Council

Assumptions

The following assumptions were made pertaining to this scope of work:

- We assume minor revisions will be needed to the Plan.
- Major updates will largely focus on the Land Use Plan and growth areas, goals and policies, and demographics.
- City Engineer to provide engineering support as needed outside of our contract.
- City staff will support us with meeting and engagement coordination and helping with data gathering and understanding context.



PROJECT TEAM

HKGi

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest. Our objective is to help our clients build great places for people to live, work, and play, and we strive to achieve this objective by combining our technical skills and expertise with the local knowledge that only community members and leaders can provide. We use their input about the community's strengths, values, needs and challenges as the foundation for plans, designs, and strategies that prepare them for the future and put them in position to thrive as the community grows and evolves.

Community Planning

HKGi brings extensive experience conducting comprehensive planning for clients throughout the Upper Midwest. HKGi also brings a broad range of community planning and design experience to the comprehensive planning process: parks and trails, multi-modal transportation, growth areas, redevelopment areas, downtowns, new development services, zoning and regulatory tools, natural resources, and grant writing are just some of the services we provide.

This breadth and depth of experience means that we understand how clients use their comprehensive plans and the ways in which development and quality of life can be impacted by the ideas, concepts, and direction provided by the comprehensive plan. This breadth and depth of experience enables us to share lessons learned from other communities with our clients, while our community-based approach and emphasis on listening ensures that our plans are custom-designed to address each community's unique vision for its future.

CREATING PLACES THAT ENRICH PEOPLE'S LIVES



Planning
Landscape Architecture
Urban Design



612.338.0800



www.hkgi.com



800 Washington Ave. N., Suite 103
Minneapolis, Minnesota 55401

4 Certified Planners

9 Licensed Landscape Architects

8 Planners/Urban Designers

1 Communications Staff



COLLABORATE
LISTEN
EXPLORE
CREATE