

**AGENDA**  
**Dallas Center City Council/Tree Board Workshop**  
**June 3, 2020 –6:00 p.m. – Memorial Hall**

On May 26, 2020, Iowa Governor Kim Reynolds issued an updated Proclamation of Disaster Emergency, which among other matters, encouraged all vulnerable Iowans to limit their activities outside of their home including their participation in gatherings of any size and any purpose. Effective June 1<sup>st</sup>, the Governor' Proclamation allows a community gathering (such as a public meeting) of more than ten persons so long as the venue capacity is limited and social distancing of at least six feet is maintained. The Governor further suspended state laws requiring a public meeting or hearing to the extent the laws could be interpreted to prevent a governmental body from limiting the number of people present for an in-person location of the meeting, providing the governmental body provides a means for the public to participate by telephone or electronically.

In compliance with the social distancing requirements for a public meeting, it is anticipated that as few as six seats may be available to the public for this Workshop on June 3, 2020. Therefore, the public attendance at the meeting of the City Council and Tree Board must be limited to the capacity of Memorial Hall allowed by social distancing. As permitted by Iowa Code Section 21.8 the City Council/Tree Board workshop also will be conducted by electronic means. The public is encouraged to access the meeting electronically in the manner specified below.

The meeting will be conducted by Zoom at the following Internet link or telephone numbers:  
Join Zoom Meeting - <https://us02web.zoom.us/j/81987911754>

If a Zoom user has the Zoom app, just enter the meeting ID 819 8791 1754  
Or a member of the public may connect to the meeting by telephone using any of the following numbers (the Meeting ID is 819 8791 1754#):

Dial by your location

+1 646 558 8656      +1 301 715 8592      +1 312 626 6799      +1 669 900 9128

Meeting ID: 81987911754

Depending on the caller's long-distance calling plan, long distance charges may apply.

The meeting will originate in the Memorial Hall at 1502 Walnut Street (but the public attendance will be limited) at 6:00 p.m. The Zoom connection will be available starting at approximately 5:50 pm.

1. Roll call
2. Action to approve agenda
3. Joint City Council/Tree Board Workshop to review and discuss Professional Services Proposal with representatives of Jeffrey L. Bruce & Company of West Des Moines, Iowa to prepare a master plan to implement streetscaping designs at the intersections of 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Streets and develop a Walnut Street Green Corridor for a cost of \$15,925
4. Discussion and possible action on method of holding regular council meeting on June 9<sup>th</sup>
5. Adjournment

Cindy Riesselman, City Clerk



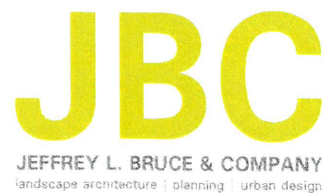
Request for Proposals:

# DOWNTOWN STREETScape AND GREEN CORRIDOR DESIGN AND FACILITATION

Prepared for:  
**The City of Dallas Center**  
1502 Walnut Street  
Dallas Center, IA 50063



Prepared by:  
**Jeffrey L. Bruce & Company**  
300 4th Street  
West Des Moines, Iowa 50265  
515-778-8397



Dated:  
March 2, 2020

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March 2, 2020

Cindy Riesselman, City Clerk  
City of Dallas Center  
1502 Walnut Street  
Dallas Center, IA 50063

Re: Downtown Streetscape and Green Corridor Design and Facilitation  
Dallas Center, Iowa

Dear Cindy,

We at Jeffrey L. Bruce & Company, LLC (JBC) are pleased to have the opportunity to help shape the future of Dallas Center's Downtown business district/Walnut Street corridor. Based on our recent discussions and understanding of this project, JBC is pleased to offer the following proposal for a scope of services to provide the City of Dallas Center with professional streetscape design master planning, design concept visualizations, stakeholder facilitation, and grant application assistance services for the Downtown Streetscape and Green Corridor Project in Dallas Center, IA. This proposal is an estimate of landscape architectural and engineering consultant service fees.

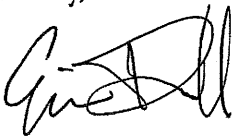
JBC, along with Pelds Design, offers our collective and dedicated efforts combined with practical experience and knowledge of local systems. We strive to bring the City of Dallas Center and local stakeholders an exciting and representative approach to project design and implementation.

We have taken the opportunity to develop the following scope of services based upon the information gathered from our meeting with your office and believe the following work provides the City of Dallas Center, business owners, and community stakeholders with the detailed information needed for design and budgeting decisions. Fees for each of the tasks described in this proposal have been provided. Please review the information provided herein and let us know if you have any questions.

We believe with our extensive experience in community-involved facilitation, streetscape planning and design, project phasing and implementation, and high-end graphic production provides the most knowledgeable and dedicated design team for the Downtown Dallas Center Streetscape Project. We welcome the opportunity to be an extension of Dallas Center's leadership and council in bringing a high-quality, state-of-the-art streetscape vision to this exciting and tremendous project.

Thank you for your consideration.

Sincerely,



Eric Doll, PLA, ASLA  
Senior Landscape Architect  
Jeffrey L. Bruce & Company, LLC  
300 4th Street  
West Des Moines, IA 50265  
p: 515-778-8397  
f: 816-842-8885  
edoll@jlbruce.com



Daniel Willrich, AIA  
Director of Architecture  
Pelds Design Services  
2323 Dixon Street  
Des Moines, IA 50316  
p: 515-777-2548  
daniel@pelds.com

## Consultant Profile

Jeffrey L. Bruce & Company is pleased to highlight our extensive and pertinent qualifications for the Downtown Streetscape and Green Corridor Project in Dallas Center. You will find that our practice is one-of-a-kind with regards to the services we offer and our commitment toward successful project completion. Being located in West Des Moines, we are able to arrive in Dallas Center with a short drive. Furthermore, our consulting track-record in dozens of rural communities across Iowa is unmatched and we pride ourselves with outstanding service and communication on projects of every shape and size.

Our firm's experience in urban streetscape assessment and design, community-involved project facilitation, 'green-streets' planning and implementation, and landscape master planning is a result of the company's commitment to high quality landscape developments. The many components of our urban landscapes are exceedingly complex systems. JBC weaves an understanding of these complex systems with social and environmental fabrics for landscapes across the nation and locally on projects such as:

- Onawa Downtown Streetscape Master Plan, Onawa, IA
- CDBG Westside Neighborhood Green Infrastructure Streetscape, Mapleton, IA
- College Drive Streetscape Master Plan, Decorah, IA
- University of Kansas - Jayhawk Boulevard Complete Street, Lawrence, KS
- Iowa's Living Roadways Community Visioning Program, Numerous Communities Across Iowa
- Leon Downtown Streetscape Master Plan, Leon, IA

We are pleased to introduce our collaborative team to you, which includes Pelds Design Services of Des Moines, IA to assist with the technical components regarding site surveying, civil engineering and utilities along the Walnut Street corridor. Pelds' key staffer, Daniel Willrich has an abundance of local knowledge and experience regarding design and community initiatives in Dallas Center. As a local resident, Daniel has a vested interest in this project, as his family will enjoy the fruits of this effort for many years to come.



# Project Team Qualifications

## Eric A. Doll, PLA, ASLA Senior Landscape Architect

Mr. Doll is a senior landscape architect with eight years of experience in streetscape planning, landscape design, and community engagement on projects of all sizes throughout the Iowa. With a strong background in complete streets, master planning and design facilitation, and digital media, Eric has worked on various project types from schematic design to construction documentation and grant administration. Many projects Eric works on in smaller communities, giving him a broad base of knowledge and experience for unique landscapes and cultures. Mr. Doll has worked extensively on community park and trail design, planting design, and community/client meeting facilitation of various institutional, commercial, and municipal projects in Iowa.

Managing our Iowa Office, Mr. Doll has a strong interest in sustainable community design and is actively involved in the local IA-ASLA Chapter. An advocate for community health, green infrastructure, and environmental quality, Mr. Doll has been pushing the envelope with his design approach in Midwestern rural communities.

### Job Classification

Project-level and program-level streetscape planning design and graphic/visual production. Responsible for deadlines and deliverables, facilitation and coordination of meetings with the project stakeholders, and streetscape research and design. Eric will be the primary point-of-contact for all matters dealing with the services and activities through the duration of this project.

### Relative Project Experience

- Downtown Onawa Streetscape Master Plan, Onawa, IA
- Westside Neighborhood Streetscape Stormwater Infrastructure (CDBG), Mapleton, IA
- College Drive Streetscape Master Plan, Decorah, IA
- City of West Des Moines - Holiday Park Way-finding and Signage, West Des Moines, IA
- Downtown Leon Streetscape Master Plan, Leon, IA
- Heivly Street Corridor Redevelopment, Decorah, IA
- University of Kansas - Jayhawk Boulevard Streetscape, Lawrence, KS
- Iowa's Living Roadways Community Visioning Program, Numerous Communities across Iowa

## David Stokes, PLA, ASLA, ASIC Principal Landscape Architect

Mr. Stokes is a principal landscape architect with 22 years of experience in streetscape planning/design, green infrastructure, urban design, and resource based planning on projects of all sizes throughout the United States. Prior to joining Jeffrey L. Bruce & Company, he worked as an associate landscape architect for a landscape architectural planning and design firm for three years. During his time there, his roles were primarily recreational planning, trails and greenway planning/design, facilitating public input and stakeholder meetings, regional planning, streetscape planning/design, and cultural/environmental assessments.

David has also worked extensively with clients ranging from larger cities to small communities on sustainability master planning, conceptual site design, design development, green roof and green infrastructure design, subdrainage and stormwater management design, water resource management, construction documentation and construction administration.

### Job Classification

Design/project production oversight for guidelines and recommendations outlined in the Master Plan. Responsibilities include integration of cultural and historical attributes into the project work. Dave will bring a strong focus on complete streets and green infrastructure for the project.

### Relative Project Experience

- Westside Neighborhood Streetscape Stormwater Infrastructure (CDBG), Mapleton, IA
- University of Kansas - Jayhawk Boulevard Complete Street, Lawrence, KS
- St. Mary's Church Campus Master Plan, Dubuque, IA
- City of Winterset Streetscape Master Plan, Winterset, IA
- Washington University Medical Center Streetscape Design, St. Louis, MO
- Four Mounds Landscape Assessment, Dubuque, IA
- College Drive Streetscape Master Plan, Decorah, IA



### Education

Iowa State University  
BLA, 2012  
Minor in Horticulture  
Emphasis in Soil Science

### Registrations

Registered Landscape Architect:  
Iowa - 00682

### Affiliations

Iowa Chapter - ASLA  
Vice-President, Friends of West Des  
Moines Parks and Recreation



### Education

Iowa State University  
BLA, 1998

Loras College  
Psychology, 1993-1995

### Affiliations

ASLA, LAPAC, PGASLA,  
USGBC, ASIC

### Registrations

Certified Landscape Architect:  
Iowa, Kansas, Missouri

## Project Team Qualifications

### Daniel Willrich, AIA, LEED AP Director of Architecture

Daniel is an Iowa native, and has over 20 years of experience in the design and construction industry. Daniel began his career immediately after graduation at a general practice firm in West Des Moines. He provided design expertise and project leadership on several notable projects in Iowa such as Wells Fargo Project Homebase at 7001 Westown Parkway, Wells Fargo West Des Moines Campus near Jordan Creek Mall, and The Pomerantz Center on the University of Iowa Campus.

Daniel's background in both the consultant and corporate roles on projects gives him a unique perspective to any project. He understands the position of the owner and uses that understanding as a consultant when considering decisions and recommendations for the project.

#### Job Classification

Daniel has an abundance of local knowledge and experience regarding design and community initiatives in Dallas Center. As a local resident, Daniel's role in the project is to provide a realistic and appropriate approach to design intervention on all aspects of the project.

#### Relative Project Experience

Dallas Center Library Expansion  
Underground Magnetics Office Building  
Wells Fargo Project Homebase, West Des Moines, Iowa  
Nationwide Corporate Interiors, Des Moines, Iowa  
Wells Fargo West Des Moines Campus, West Des Moines, Iowa

#### Community Involvement

City of Dallas Center, Planning and Zoning Commissioner  
Former Mayor, City of Dallas Center  
Former Council Member, City of Dallas Center  
Former Member, Dallas Center Library of Tomorrow Committee  
Building Committee Member, Dallas Center First Presbyterian Church

### Wally Pelds, PE, PLS President

Wally is a native of Iowa and has over 35 years of experience in the civil engineering and surveying business. Wally began his career in civil engineering and surveying at the age of 12 while working in the field for his father. His early years in the business were 14 hour days running a transit and driving surveying stakes on projects around Iowa. By the time he was 20, Wally was running a survey crew and starting to assist in the design of projects. As his experience designing projects grew, he enrolled at Iowa State to get his degree in Civil Engineering.

In 2002, Wally's father and company founder, Leo Pelds, "retired" and left the company to Wally and his younger brother and sister. Today, Wally leads the Pelds Engineering team as President and CEO of the firm.

#### Job Classification

Responsible for all survey and civil engineering design within the project such as street, storm sewer, and traffic engineering.

#### Relative Project Experience

Various Casey's stores  
Brownstones on Grand  
Greenbrier Dam  
ISU north facilities parking lot, investigative utility locates  
Highway 5 landslide stabilization near Hartford, Iowa



#### Education

Iowa State University  
BS Architecture, 1997

#### Registrations

Registered Architect: Iowa

#### Affiliations

American Institute of Architects  
LEED AP



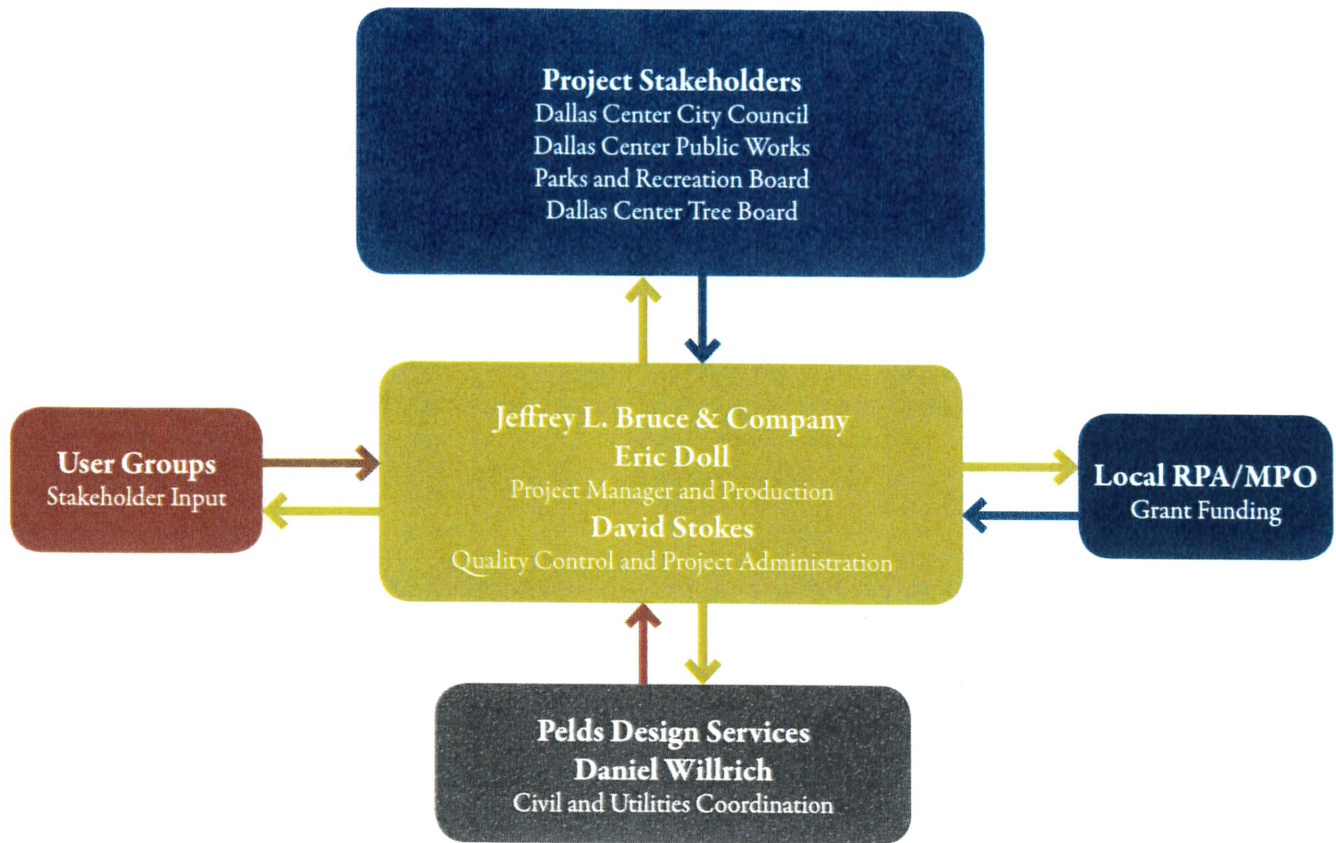
#### Education

Iowa State University  
BS Civil Engineering, 1997

#### Registrations

Registered Engineer: Iowa  
Professional Land Surveyor: Iowa

# Communication Path and Organizational Flow Chart

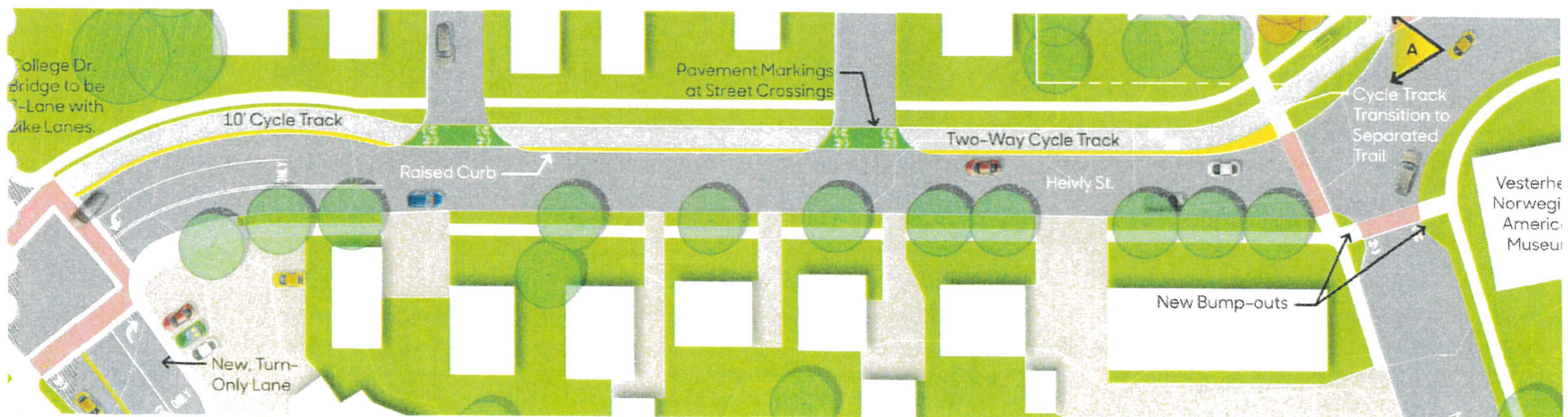


## Client References

**David Sadler**  
 Superintendent of Parks  
 City of West Des Moines  
 4200 Mills Civic Parkway  
 West Des Moines, IA 50265  
 Office: 515-222-3456  
 Email: David.sadler@wdm.iowa.gov

**Julia Badenhope**  
 Director of Iowa's Living Roadways  
 Community Visioning Program  
 ISU Extension and Outreach  
 Professor of Landscape Architecture,  
 Iowa State University  
 Office: 515-294-3007  
 Mobile: 515-509-3271  
 Email: jmb@iastate.edu

**Clinton C. Weaver**  
 Director of Economic Development  
 City of Onawa  
 1025 8th Street  
 Onawa, IA 51040  
 Office: 712-420-0946  
 Email: cweaver@onawa.com



*Heivly Street Bicycle Master Plan, Decorah, IA*



# Relevant Project Experience

In 2019, JBC worked closely with the City of Onawa Public Works, the Economic Development Director and the Main Street Committee to provide a comprehensive downtown streetscape master plan.

Known for having one of the widest main streets in the United States, and being bisected by a 4-lane state highway, Downtown Onawa has a long list of challenges regarding stormwater, accessibility, and safety.

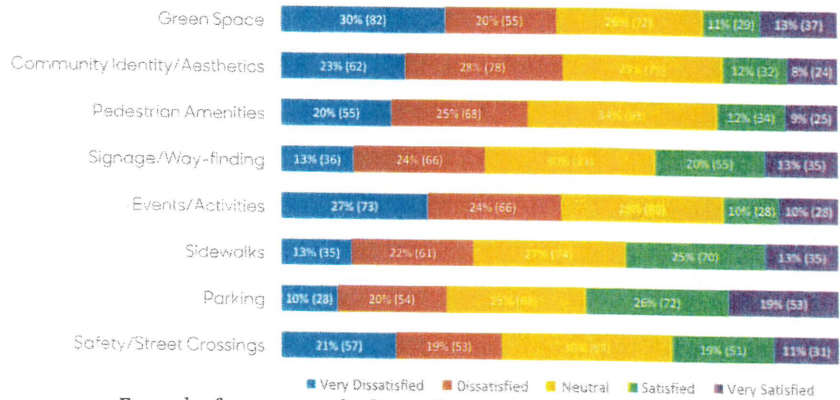
JBC provided a detailed vision for frontage road renovations, intersection bumpouts, decorative pavements, parking, pedestrian street furnishings, street trees and floral plantings, way-finding signage, and stormwater improvements with vivid analysis and proposed streetscape graphic visualizations.

Services provided included: community engagement workshops, design charrettes, 3D visualization, video graphics, cost estimation, implementation and phasing guidelines, grant application assistance and council presentations.

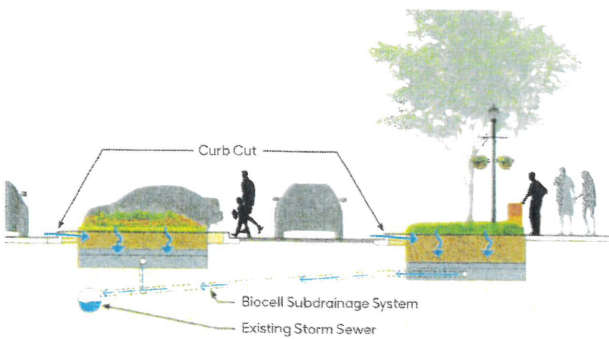
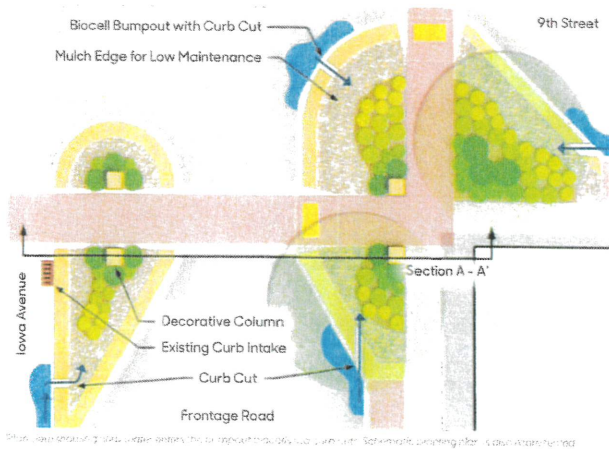
# Downtown Onawa Streetscape Master Plan Onawa, Iowa



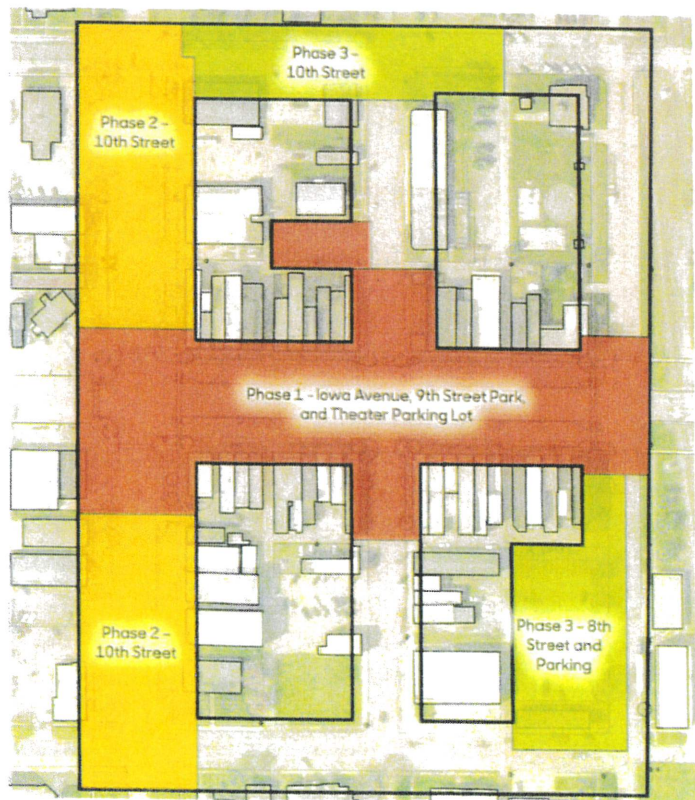
Scene from a public engagement workshop, Onawa, IA



Example of response results from online survey which received over 200 responses.



Proposed stormwater bumpout diagrams.



Phasing diagram.



# CDBG Westside Neighborhood Green Infrastructure Streetscape

## Mapleton, Iowa

Jeffrey L. Bruce & Company (JBC) was hired by the City of Mapleton to perform comprehensive landscape architectural services for their under-served Westside Neighborhood that was razed by a EF-3 tornado in 2011. The project site included city-owned streetscapes over a 14 block area that receives a majority of the stormwater runoff from the community.

Funded by a Community Development Block Grant, JBC provided grant administration services and worked closely with the Iowa Economic Development Authority and the Iowa DNR to ensure a successful project that conforms to the Statewide Urban Design and Specifications protocol. Through careful planning and design, the installed streetscape BMPs are able to treat nearly 300,000 gallons of stormwater during a rain event by means of sediment trapping, filtration, and subsurface storage.

### Team Members

Senior Landscape Architect: David Stokes  
Project Landscape Architect: Eric Doll

### Construction Value

\$600,000

### Client Reference

Marie Whiteing  
Mapleton Community Development Corporation  
712-880-1288  
whiteing@longlines.com



*JBC assisting with the planting of the Bio-retention Cell along a Mapleton Street*

# University of Kansas - Jayhawk Boulevard Streetscape

## Lawrence, Kansas

The University of Kansas, located in Lawrence, Kansas has undergone renovations to the historic corridor of Jayhawk Boulevard. Jeffrey L. Bruce & Company provided Landscape Architectural services with designs of the subdrainage systems, soils engineering, Best Management Practices (BMP) systems, and planting designs along the Phase 2 portion of Jayhawk Boulevard.

Jayhawk Boulevard Phase 2 is a historic landscape restoration dealing with the delicacies of implementing new sustainable technologies within a cultural historic district.

Shallow bedrock and intense utilities throughout the corridor created complications for the design team and tight construction schedule.

### Team Members

Senior Landscape Architect: David Stokes  
Project Landscape Architect: Eric Doll

### Project Design Fees

\$38,000

### Construction Value

\$420,000

### Client Reference

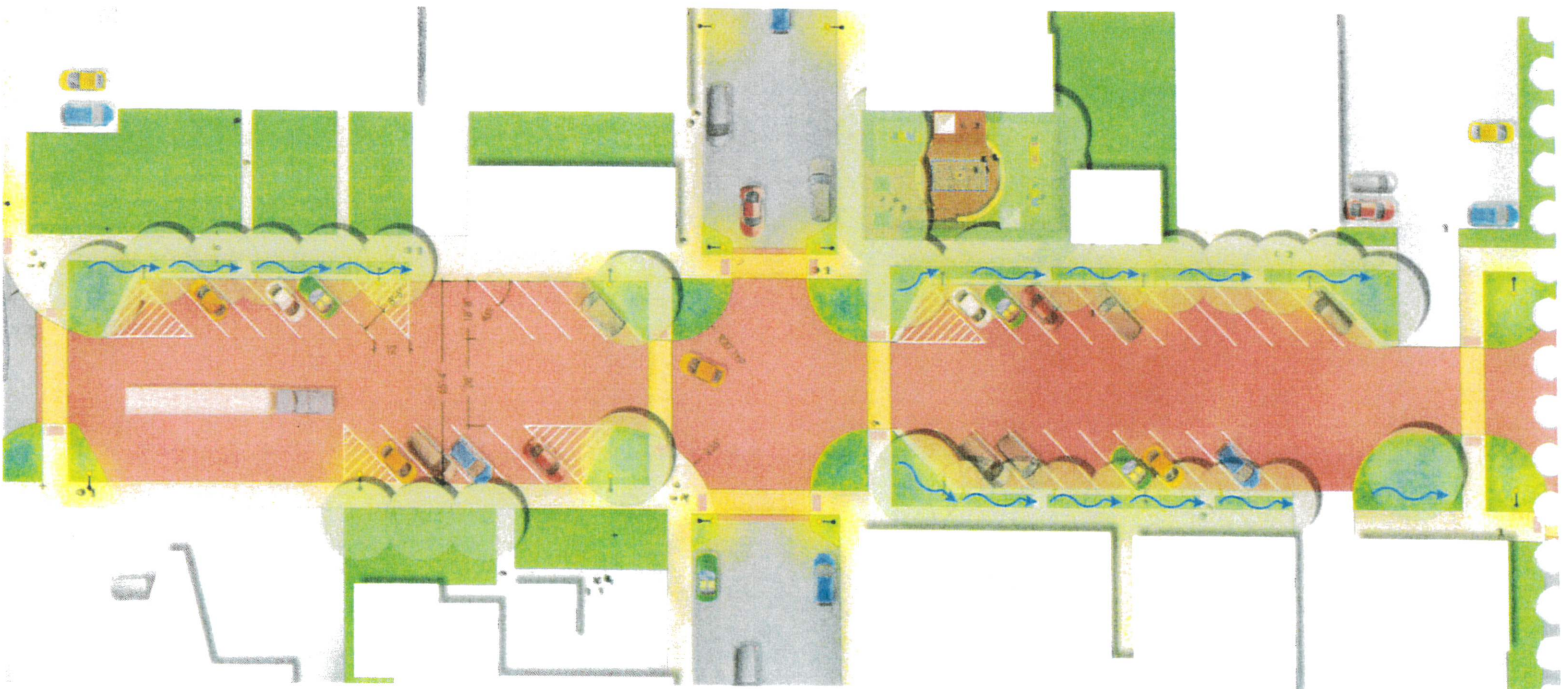
Tom Waechter  
Director of Capital Planning  
University of Kansas  
785-864-7299  
waechter@ku.edu



# Downtown Leon Streetscape Master Plan

*Leon, Iowa*

JBC worked closely with the City of Leon to provide a detailed set of schematic visualizations to assist them in their pursuit of grant funding. Leon's Main Street currently has a great variety of shops, cafes, and community resources. However, the area of Main Street that flanks the west side of the courthouse is in need of a more unified appearance. Lengthy pedestrian crosswalks, inaccessible curbside entry, problematic paving, and drainage issues create an unfriendly downtown streetscape. Shortening pedestrian crosswalk distances and improving universal access will dramatically enhance the town square. JBC incorporated the use of Best Management Practices in the proposed bumpouts. These BMPs will mitigate stormwater issues and provide more green vegetation throughout the town square.

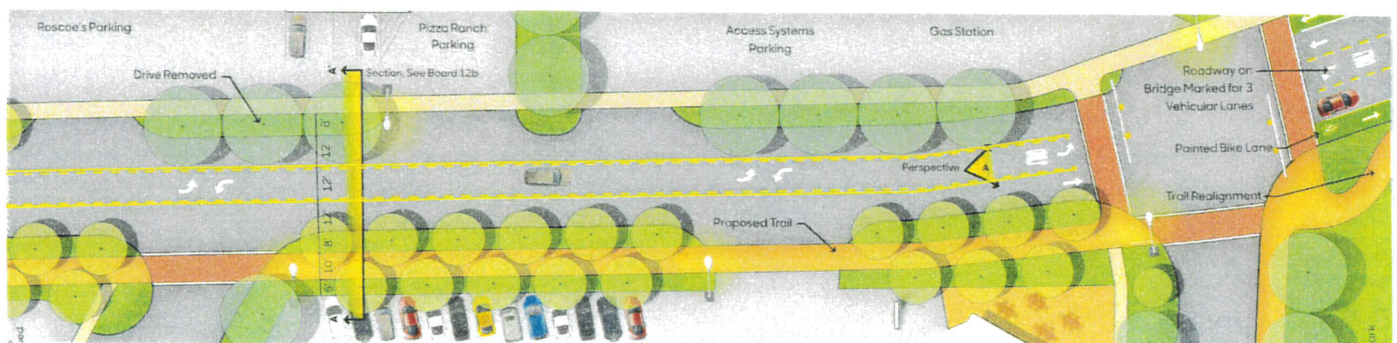
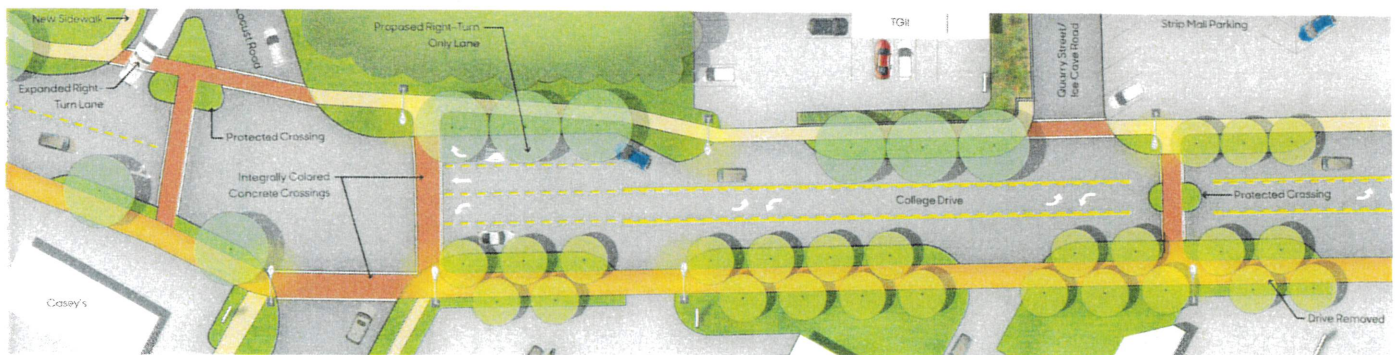
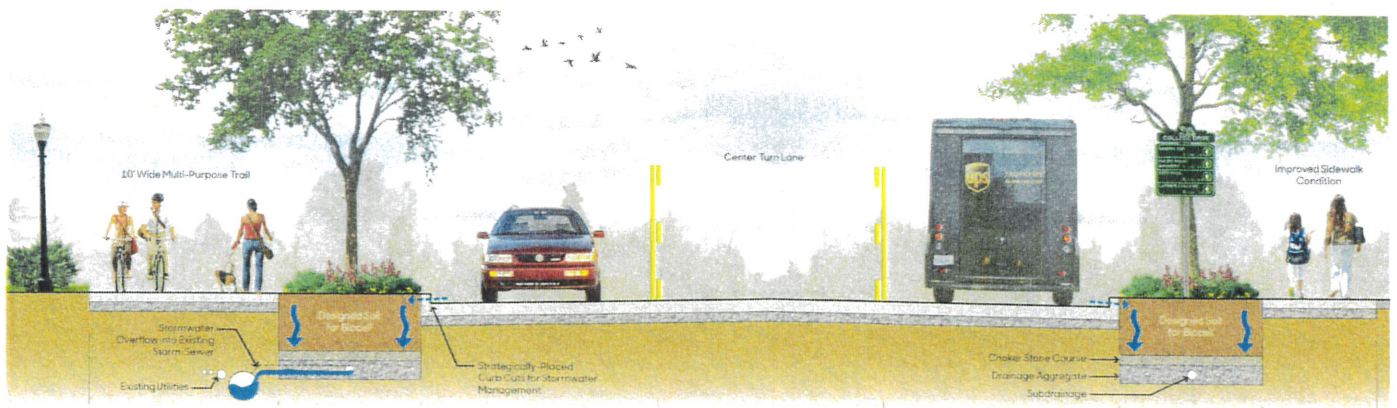


# College Drive and Heivly Streetscape Master Plans

## Decorah, Iowa

JBC assisted the City of Decorah with the facilitation of community focus group and design workshops concerning complete street transportation improvements to a few of the major corridors in town.

Working closely with a wide array of community stakeholders including the Public Works and Street Division, Parks and Recreation, and the Tree Board, JBC master planned the complex qualities of College Drive and Heivly Streetscapes. Multimodal transportation and sustainable bicycle infrastructure were key drivers to help the community visualize the multi-faceted design approach.



# Iowa's Living Roadways Community Visioning Program

## Numerous Communities across Iowa

For the past 9 years JBC has participated as design consultant in the Iowa's Living Roadways Community Visioning Program. This program is exclusive to communities with 10,000 and fewer residents and provides them with comprehensive transportation planning and design. The program has four distinct phases:

1. Program Initiation
2. Needs Assessment and Goal Setting
3. Charrette Workshop and Schematic Design
4. Implementation and Sustained Action Strategies

Through this process, JBC has facilitated and conducted a series of community design workshops and multi-day charrettes to document goals, expectations, and values identified by each community's steering committee and stakeholders. JBC developed community improvement design concepts based on feedback from community goals and expectations. Working closely with the Iowa Department of Transportation and Iowa State University, JBC has pioneered the successful integration of Complete Streets and green infrastructure into the program.

- |                  |              |
|------------------|--------------|
| Carson, IA       | Mapleton, IA |
| Corning, IA      | Monona, IA   |
| Clarion, IA      | Moville, IA  |
| Clarksville, IA  | Onawa, IA    |
| Decorah, IA      | Rockford, IA |
| Elkader, IA      | Scranton, IA |
| Gilmore City, IA | Sidney, IA   |
| Gunder, IA       | St. Olaf, IA |
| Hampton, IA      | Tabor, IA    |
| Laurens, IA      | Varina, IA   |
| Leon, IA         | Villisca, IA |



**Street Trees**

Honeylocust <i>Gleditsia tricanthos var. inermis</i>	Maidenhair Tree <i>Ginkgo biloba</i>	Swamp White Oak <i>Quercus bicolor</i>	Common Hackberry <i>Celtis occidentalis</i>
Tolerant of drought, salt, wind, and clay soil.	Tolerant of heat, salt, and compacted soil.	Good fall color and hardy growth.	Edible fruit attracts birds and butterflies.

**Paving**

Asphalt \$6-10 per sq ft	Brick \$15-25 per sq ft	Concrete \$6-12 per sq ft	Stamped Concrete \$8-15 per sq ft
High maintenance, easy to repair.	Regular maintenance, historic look.	Low maintenance, cracks under extreme pressure.	Low maintenance, durable or expensive repairs.

**Lighting**

These tree costs are estimated based on 2017 materials and labor costs, and do not reflect inflation and changes in future prices and demand.

## Scranton Main Street Details

Jeffrey L. Bruce and Company LLC  
Landscape Architects: Bridget PL.A, ASLA and David Stokes, PL.A, ASLA  
Interns: Riley Dunn and Carol Joella Ustina



## Scope of Services and Project Approach

\* = Project Coordination Meeting

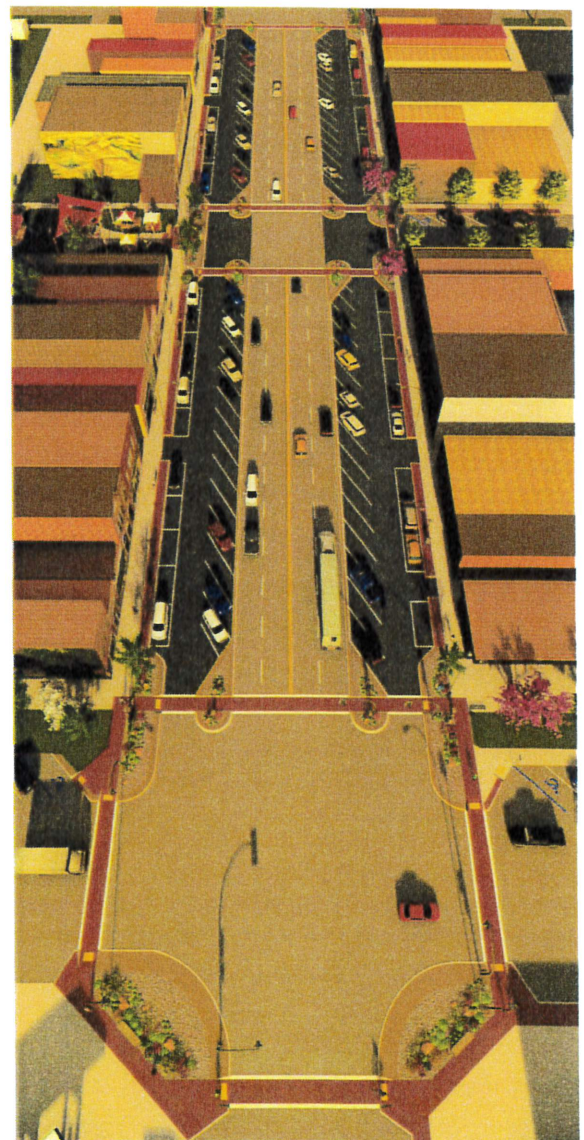
JBC shall provide professional services as hereinafter described to appropriately design and facilitate the development of the Downtown Streetscape and Green Corridor Project in Dallas Center, Iowa. Our unique project approach aspires to use previously compiled data in combination with current resources to define the project scope. We will take a holistic look at Dallas Center's existing park infrastructure, community identity, economic vitality, downtown accessibility, environmental resilience, and recreational programming. In doing so, we can integrate our findings with community needs - establishing a cohesive and inspirational plan for Dallas Center's future 'Green Corridor'!

The following scope creates a foundation of design guidelines and sets up a framework for the City of Dallas Center and Project Stakeholders to make informed decisions on project design, cost, and phasing implementation. "Project Stakeholders" as referred to in the following Scope of Services shall include representation from the following entities: Dallas Center City Council, Dallas Center Public Works, the Parks and Recreation Board, and the Tree Board.

### Task 1 - Existing Conditions Inventory and Assessment

JBC will provide the following documentation, coordination, and review with the Project Stakeholders in preparation for interactions and design phase deliverables associated with the Downtown Streetscape and Green Corridor Project. Work provided shall include the following:

- Upon approval, JBC will proceed with a site topographic survey of the downtown core area as described in the Additional Services section of this proposal.
- Coordinate with Project Stakeholders to gather previously completed studies and plan information concerning the project site. With said data, JBC will prepare a detailed summary of findings matrix to be used throughout the planning process as a means to justify decisions being made.
- \* • JBC will facilitate a comprehensive Walnut Street walk-through from Mound Park to Memorial Park documenting the following (at a minimum):
  - Transportation Patterns and Parking Infrastructure
  - Accessibility Barriers and Existing Accommodations
  - Existing Vegetation and Landscape Character
  - Hardscape (Sidewalk and Street) Infrastructure Conditions and Lighting
  - Drainage Patterns
  - Environmental (Micro-climate) Conditions
  - Seasonal Maintenance Practices
  - Pedestrian and Vehicular Signage
  - Associated Landscape Furnishings and Features
- With gathered inventory and assessment data, JBC will produce a large-format map documenting the existing conditions inventory and assessment findings for the project site. A printed map will be used for reference at future meetings and a digital version will be used as a 'living document' overlay to inform the master planning process.
- JBC will share the final inventory and assessment information with the Stakeholder team for their review in preparation for the Kick-Off Meeting.



*Downtown Onawa Streetscape Master Plan Rendering.*



## Task 2 - Project Kickoff and Stakeholder Input

JBC will provide the following documentation, coordination, and review with the Project Stakeholders in preparation for a Project Kick-Off Meeting and a Stakeholder Input Meeting. Work provided shall include the following:

- In preparation for the Kick-Off Meeting JBC will review the scope of the project and establish a draft project outline and schedule. JBC will also prepare a draft online survey to be used later in the info-gathering process.
- \* • JBC will coordinate, schedule, and facilitate a Project Kick-Off meeting with Project Stakeholders to present the information completed in Task 1 and confirm the following project components:
  - Project scope, approach, and schedule
  - Project boundaries
  - Project budget, phasing, and timeline
  - Project communications and deliverables
  - Identify Dallas Center's current community identity and aesthetic [sense of place]
  - Confirm topics and questions outlined in online survey
  - Identify various groups appropriate for Stakeholder Input Meeting
- Based on feedback from the Kick-Off Meeting, JBC will update the project scope, schedule, and approach to meet the needs of the Project Stakeholders.
- \* • JBC will coordinate, schedule, and facilitate a day-long series of 1-hour long Stakeholder Input Meetings for appropriate groups representing various business owners, community groups, recreation user groups, residents, landlords, and community leaders. At each meeting, JBC will provide:
  - A simple, but unique framework of questions and exercises to guide the discussion
  - Visual and hands-on activities suggesting conceptual streetscape design situations
- JBC will compile the findings from each meeting and the online survey. JBC will make the information publicly available as needed in an easy-to-read format.

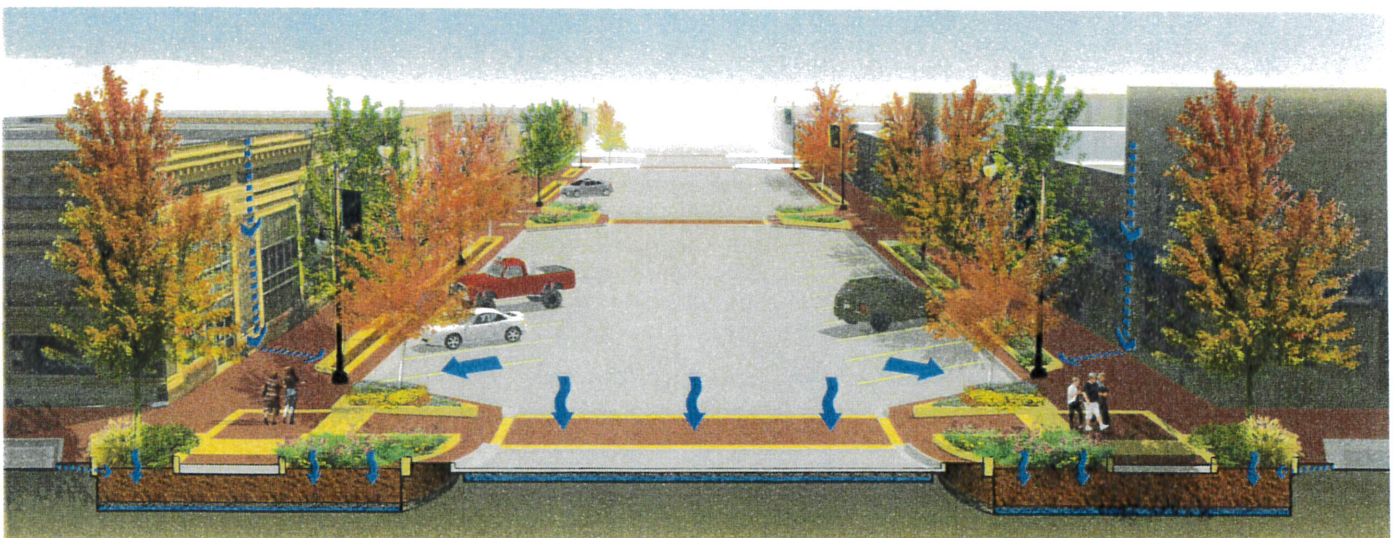


*Scene from a recent stakeholder input workshop in Decorah, Iowa where a walking school bus stopped by to discuss safe routes to school.*

### Task 3 - Develop Draft Streetscape Master Plan

JBC will provide the following documentation, coordination and review to assist the Project Stakeholders in the successful development of a draft Downtown Streetscape and Green Corridor Master Plan. Work provided will include the following:

- JBC will assemble findings and recommendations based on the Kick-Off and Stakeholder Input meetings, and provide these as a basis for the streetscape master plan. Specific details of the findings and recommendations will be presented as a means of validating decisions reached.
- JBC will put together a draft Downtown Streetscape and Green Corridor Master Plan document and an assortment of presentation boards containing a vast array of illustrative graphic plans and renderings which includes, but is not limited to the following content along Walnut Street from Kellogg Avenue to Memorial Park:
  - Existing streetscape conditions inventory and assessment
  - Provide concise recommendations for:
    - Future improvements concerning trail users, park access, and street infrastructure
    - Redevelopment of public infrastructure to improve accessibility and community identity ['sense of place']
    - Landscape interventions and innovative plantings and green spaces
    - Streetscape furnishings and site elements including signage
    - Pedestrian-oriented streetscape development strategies
  - Establish design guidelines for:
    - Linking complimentary uses
    - Preserving the historic and cultural assets along the corridor
    - Improving walkability
    - Establishing a cohesive community identity
    - Green infrastructure
  - Address conditions and opportunities for parking and vehicular traffic improvements
- Outline cost effective, short-term as well as more complex, long-term strategies for phasing and implementation.
- Develop and prepare a preliminary construction cost estimate based on project phasing for all aspects of the work designed and impacted by JBC. We will advise the Project Stakeholders of all design decisions or site conditions that impact these costs.
- \* • Coordinate, schedule, and conduct a presentation of the draft Downtown Streetscape and Green Corridor Master Plan to the Project Stakeholders for their review and comment. Based on the comments and feedback from the project stakeholders, JBC will make the appropriate modifications as requested.



*Streetscape master plan graphic showing stormwater management strategies for a reconfigured downtown in Mapleton, Iowa.*

#### Task 4 - Finalize Streetscape Master Plan

JBC will provide the following documentation, coordination and review to assist the Project Stakeholders in the development of a final Downtown Streetscape and Green Corridor Master Plan. Work provided will include the following:

- Based on the comments and feedback from the draft plan, JBC will make the appropriate modifications as requested to establish a final Streetscape Master Plan Document. The final landscape plan is to include, but not be limited to the content outlined in Task #3.
- Final content produced for the master plan include high-resolution 3D project visualizations and concise project narrative to be used for communications and grant funding. The final provided deliverables will include at a minimum:
  - 3 - Bound, 11" x 17" Copies of the Final Master Plan
  - 1 - Large-Format Illustrative Site Plan
  - 2 - Bird's Eye Renderings
  - 2 - Ground Level Perspective Renderings
  - 1 - Two-Minute Video Fly-Through in Digital Format
- Provide a final, comprehensive phasing and implementation plan that identifies project funding opportunities.
- Finalize the construction cost estimate based on project phasing for all aspects of the work designed and impacted by JBC. We will advise the Project Stakeholders of all design decisions or site conditions that impact these costs.
- \* • Coordinate, schedule, and conduct a presentation of the Final Downtown Streetscape and Green Corridor Master Plan to the Project Stakeholders and/or City Council for their review, comment, and adoption. Based on the comments and feedback from the Project Stakeholders/City Council, JBC will make the appropriate modifications as requested to finalize the documentation.
- JBC will coordinate with Project Stakeholders to provide the necessary documentation to closeout the project. JBC will compile the final Downtown Streetscape Master Plan deliverables and share all associated content in digital format.
  - JBC will maintain all records for the project and provide a copy of all records to the City of Dallas Center as needed.



*Scene from a stakeholder input/design workshop in Hampton, Iowa.*

## Estimate of Professional Fees

Based on the scope of the project and the amount of documentation anticipated, we will provide the design and facilitation services described in the above scope, for the Not-To-Exceed Fixed Fee Total of **Fifteen-Thousand Nine-Hundred Twenty-Five dollars (\$ 15,925.00)**.

<b>Task 1 - Existing Conditions Inventory and Assessment</b>	<b>\$ 2,425.00</b>
<b>Task 2 - Project Kickoff and Stakeholder Input</b>	<b>\$ 3,820.00</b>
<b>Task 3 - Develop Draft Streetscape Master Plan</b>	<b>\$ 4,740.00</b>
<b>Task 4 - Finalize Streetscape Master Plan</b>	<b>\$ 4,940.00</b>
<b>Fixed Fee Total</b>	<b>\$ 15,925.00</b>

- Hourly rates effective through December 31, 2020
 

Principal Landscape Architect	\$ 145.00/hr.
Senior Landscape Architect	\$ 100.00/hr.
Project Engineer	\$ 80.00/hr.
Project Landscape Architect	\$ 70.00/hr.
Administrative Technician	\$ 60.00/hr.
- Billing for professional services will be based on a percent of completion.
- Reimbursable expenses listed below are not included in the Fixed Fee total above.
  - Automobile mileage to the site from our base office will be billed at the current IRS mileage rate.
  - Cost of copying, printing or reproduction services.
  - Courier services, postage, and handling of documents.

### Additional Services

**Site Survey** **\$ 3,900.00**

- Provide a topographic survey for the 1300 and 1400 blocks along Walnut Street in Downtown Dallas Center, including:
  - Establishing the face of existing buildings and street ROW
  - Gross land area
  - Substantial features observed in the process of conducting the fieldwork
  - Location of existing utilities
  - Existing Grades (contour lines at one-foot intervals indicated by dashed line on the survey)
  - Location of existing trees 8" diameter or larger
  - The surveyed area shall extend to the far side of the intersections of Walnut and 13th and Walnut and 15th.

**Grant Application Assistance** **Hourly**

- JBC has extensive experience in assisting our Clients in the procurement of diverse funding strategies to promote the detailed design and implementation of state-of-the-art, multi-beneficial complete street initiatives. JBC is willing and able to provide grant application assistance in conjunction with the master planning process to expedite and capitalize on as many grant funding opportunities as possible. JBC, in collaboration with Dallas Center's RPA, will provide the following assistance to the City of Dallas Center on an hourly basis at the rates above.
- JBC will collaborate with CIRTPA in the identification and procurement of potential grants that may support various project initiatives.
- JBC will participate in conference calls with the various grant funding entities.
- JBC will prepare application materials including text, cost estimates, visualizations and drawings that have already been prepared as part of the plan documents.
- JBC will modify any of the aforementioned application materials to best meet the needs of the grant requirements.
- JBC will document and report to the City of Dallas Center all grant application meetings and findings throughout the process.

## Services Not Included

- We will identify services included in our proposed scope of work they are requested. We will advise City of Dallas Center of the impact(s) on our work, and propose an increase to the fee amount before any work is undertaken that is outside our scope of services.
- Additional services will be provided on an hourly basis at the billing rates listed on page 17, or the current hourly rates prevailing when services are rendered. Any meetings or additional site visits requested by the City of Dallas Center or the Owner that is over and above the number designated in the scope of services identified herein will be billed as an additional service.
- If the project increases in scope and/or complexity and goes beyond the anticipated budget, JBC will negotiate extra services with the City of Dallas Center at that time.
- Preparation of bid documents.

## Information to be Supplied to JBC

- Existing GIS information, showing existing and proposed utilities such as: water supply lines, storm drainage piping system, electrical routing, phone and data communication line routing, and any other subsurface utility or structure information.
- As-built or proposed drawings, specifications, and/or construction plans of the existing facility or proposed expansions.
- Previously completed studies and/or plans pertaining to the defined project area or scope.

## Payment

This proposal is contingent upon the following conditions relative to payment:

- We will submit monthly invoices to your office, including full receipt back up for expenses.
- Your office will submit our invoices for payment with your next regular billing cycle, or within 30 days, whichever is first.
- Funds will be disbursed within 7 days of receipt of payment.
- There will be no retention of funds due to us by either your office or your client.

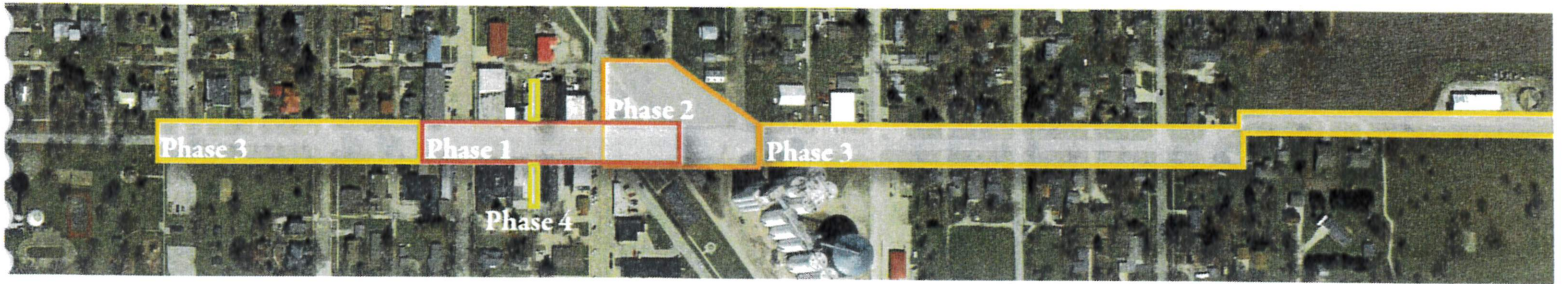
## Contract

This proposal is not a contract for execution. Should the terms set forth herein be agreeable and acceptable as a basis for agreement, a contract for professional services will be prepared and executed prior to beginning work.



## Opinion of Project Phasing, Implementation, and Construction Costs

Based on the defined scope of the project and the amount of design intervention anticipated, JBC has prepared a abbreviated opinion of how the project might be phased along with a rough magnitude of associated costs.



### Phase 1 - Downtown Streetscape Core Connection with Trail

Phase 1 includes the intersection at 15th and Walnut to the RRVT and might be one of the largest phases as it will have the most impact on the Walnut Street Corridor. This phase has the potential to instill a new identity along Walnut Street with signage, green infrastructure, and pedestrian amenities - Driving trail users into the Downtown Area. This phase has the potential to be broken up into smaller phases as needed.

*Potential Grant Funding Sources Include:* Iowa Economic Development Authority, Iowa Department of Ag and Land Stewardship, Wellmark, Dallas County Foundation, and City-Managed Tax-Increment Financing.

Opinion of Probable Construction Costs: \$600,000.00 (varies greatly depending on whether storm sewer infrastructure it to be included for the improvements.)

### Phase 2 - Heritage Park and 1300 Block of Walnut Streetscape

Phase 2 begins to introduce the streetscape identity eastward from the RRVT including the renovation of the 13th and Walnut intersection. Furthermore, this phase initiates the development of Heritage Park as a community destination that anchors the downtown area to the RRVT and the park system along Walnut Street.

*Potential Grant Funding Sources Include:* Iowa Department of Ag and Land Stewardship, Iowa DNR (REAP), Wellmark, Dallas County Foundation, Trees Forever, Keep Iowa Beautiful, and City-Managed Tax-Increment Financing.

Opinion of Probable Construction Costs: \$500,000.00 (will vary greatly depending on proposed park programming.)

### Phase 3 - Green (Complete Streets) Corridor to Perimeter Parks

Phase 3 will focus on making Mound and Memorial Parks accessible from downtown and the RRVT. Improvements will focus on pedestrian accessibility and green infrastructure to establish a sense of safety, environmental stewardship, and identity along the entire Walnut Street corridor.

*Potential Grant Funding Sources Include:* Wellmark, Dallas County Foundation, Trees Forever, Keep Iowa Beautiful.

Opinion of Probable Construction Costs: \$300,000.00

### Phase 4 - Downtown Pocket Parks

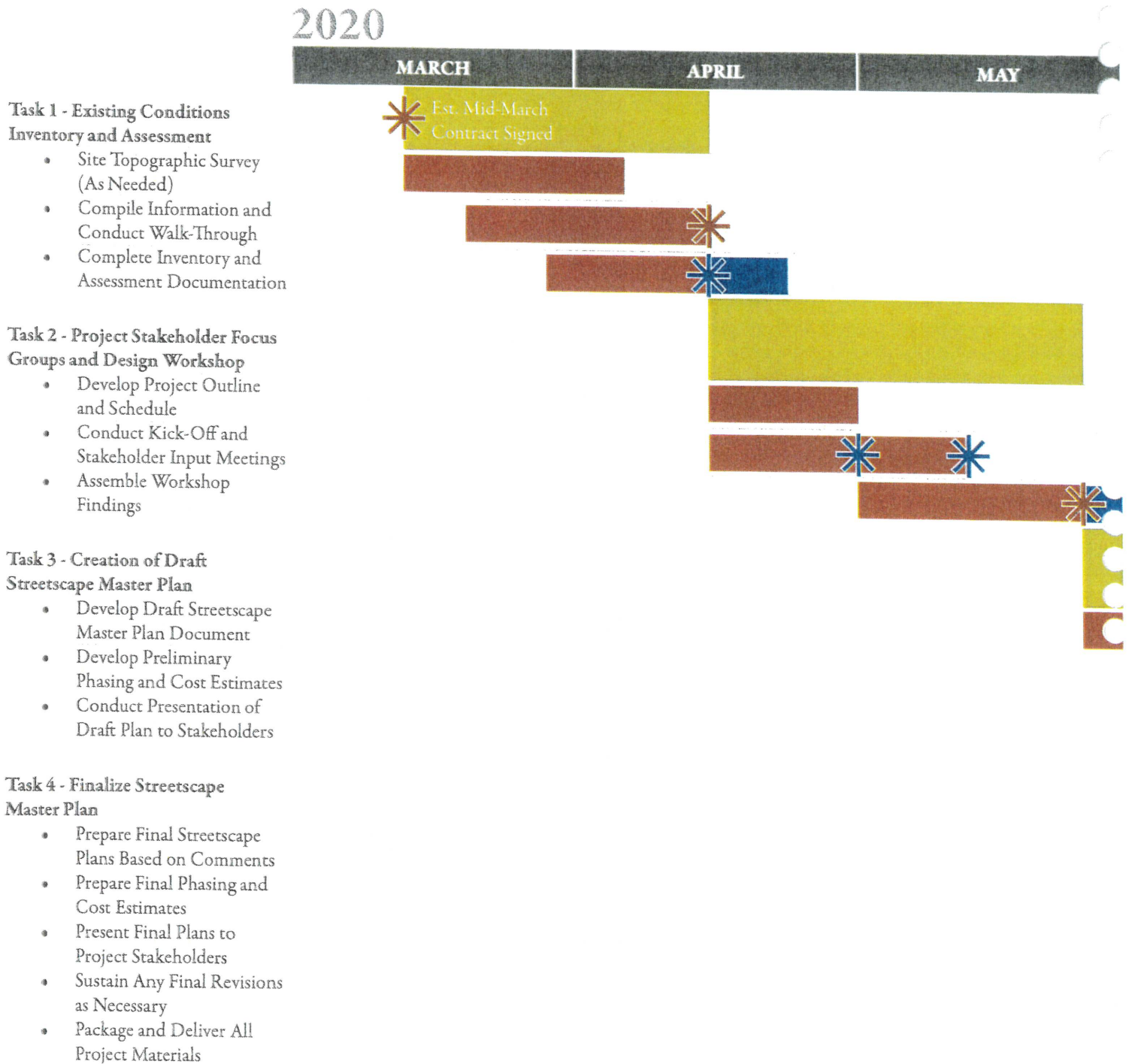
Phase 4 attempts to put the finishing touches to the downtown streetscape by introducing two pocket parks midblock on the 1400 block of Walnut Street. These parks aim to instill a sense of ownership by the downtown business community in contrast to the larger, more community and visitor-centric Heritage Park.

*Potential Grant Funding Sources Include:* Iowa Department of Ag and Land Stewardship, Iowa DNR (REAP), Dallas County Foundation, Keep Iowa Beautiful, and City-Managed Tax-Increment Financing.

Opinion of Probable Construction Costs: \$200,000.00 (will vary greatly depending on proposed park programming.)

# Proposed Project Timeline

JBC currently has the staff capacity to undertake this project and will provide all of the aforementioned services and products within six (6) months after signing of the contract. Our current workload is one that has projects nearing the end of construction documentation, giving us ample time over the course of this spring and summer to dedicate multiple staff to this master planning project.



**Schedule Legend:**

Production
  Task Timeframe
  Stakeholder Review

✱ Presentation/  
Coordination Mtg.  
in Dallas Center
 ✱ Task/Deliverable

JUNE
JULY
AUGUST
SEPTEMBER

Task 1

Task 2

Task 3

Task 4

