

## **AMENDMENT #1 TO AGREEMENT BETWEEN CLIENT AND LANDSCAPE ARCHITECT**

In accordance with the original agreement dated August 27, 2024, between the following parties:

CLIENT: City of Independence, Iowa

LANDSCAPE ARCHITECT: RITLAND+KUIPER Landscape Architects (RKLA)

for the following PROJECT: **1<sup>ST</sup> STREET WEST CORRIDOR IMPROVEMENTS**

Authorization is requested to proceed with the following additional services:

### ***2026 BUILD Grant Assistance***

#### **I. DESCRIPTION OF ADDITIONAL SERVICES**

We will provide the Client assistance in the preparation of the FY 2026 Better Utilizing Investments to Leverage Development (BUILD) grant application for the Revitalization of the 1st Street West Corridor Project from the Wapsipinicon River to just west of the City of Independence's city limits (proposed project). The prior FY 2025 BUILD application will be used as the foundation and will be updated based on U.S. Department of Transportation (USDOT) feedback and according to the FY 2026 BUILD Notice of Funding Opportunity (NOFO) guidelines and selection criteria. The prior application's benefit-cost analysis (BCA) will also be updated using the most recent BCA guidance, currently USDOT's BCA Guidance 2025 Update II (May 2025). The deadline to submit the grant application is February 24, 2026.

This work assumes that the following tasks are completed by the City of Independence:

- Provide Design Team with project source files, data, photos, and/or other necessary information that are not already in our possession for preparation of the grant application.
- Collect project support letters and required approvals or documents.
- Provide cost share commitment documentation.
- Provide edits and/or comments on the draft grant application electronically to the Design Team as one set of consolidated comments.
- Submittal of the final grant application package.

#### **II. SCOPE OF ADDITIONAL SERVICES**

This work includes services, materials, personnel and supplies necessary for the preparation of a 2026 BUILD grant application as defined by the following tasks:

##### **1 – Grant Application Coordination**

- Close coordination between the Design Team and City staff will allow for a better understanding of additional benefits from the development and operation of the proposed project.
- We will review the USDOT BUILD NOFO and other associated guidelines and monitor responses to program frequently asked questions (FAQs).
- We will host weekly check-in and project coordination calls with the City.
- We will further communicate with the City on an ad-hoc basis throughout the entire grant application development process, as needed.

##### **2 – Strategy Meetings to Address 2025 BUILD Application Debrief Feedback**

The BUILD program is highly competitive. The Design Team and City staff will convene to review the feedback provided by USDOT on the 2025 BUILD grant application and develop a strategic plan for improving the application. During these meetings, team members will analyze the comments to identify key areas for improvement, such as clarity, alignment with grant evaluation criteria and program funding priorities, data requirements, and overall impact. This will include discussions on how to improve the 2025 BUILD application merit criteria scores related to mobility and community connectivity, economic competitiveness and opportunity,

and state of good repair. The discussions will focus on identifying needed data, assigning tasks, making revisions, and setting timelines to verify the updated application is compelling and responsive to the feedback and the 2026 BUILD NOFO guidelines. By collaborating and leveraging diverse expertise, the team aims to strengthen the application's competitiveness and increase its likelihood of success.

#### **Task 3 – Draft Application Narratives and Supporting Materials Update**

The Design Team will repurpose and adapt the 2025 BUILD grant application narratives and support documents according to the 2026 BUILD NOFO and other guidance, incorporating updated project or other new information. The Design Team will update the application project narratives and supporting documents to demonstrate the project's alignment with the grant merit/selection criteria. We will verify the technical analysis meets quality standards and that the text conveys the suitability of the project for the grant program. The Design Team will deliver a draft version of the application narrative electronically in Word format to the City. Following electronic receipt of consolidated comments from the City, the Design Team will make necessary revisions and provide a final draft PDF copy in the days before submission for final review.

#### **Task 4 – Benefit-Cost Analysis Calculations Tool and Narrative Update**

The BCA represents the principal quantitative justification upon which BUILD grant applications will be assessed. Its aim is to show that the candidate project is economically feasible and will deliver a multi-faceted set of benefits which exceed the costs for planning, constructing and operating the planned project. The Design Team will update the 2025 BCA Calculations Tool and supporting narrative to demonstrate the project's alignment with the 2026 BUILD grant evaluation criteria. We will update the project-specific BCA model to be fully consistent with current USDOT guidelines. The Excel-based model will be accompanied by a BCA Technical Memorandum that documents the data sources, assumptions, and methods used to develop the analysis.

#### **Task 5 – Application of Quality Control and Quality Assurance.**

Project deliverables will undergo a review by key task/discipline managers, technical specialists, and the project director in advance of their submittal to the City. A QA/QC review will be conducted by certified reviewers following an established check and cross-check procedure.

#### **Task 6 – Graphic Design of Application**

The Design Team will develop an application cover sheet.

#### **Task 7 – Final Product**

The project team will revise the draft version of the application narratives based on the City's comments and issue a final draft. We will submit the final product to the Client with supporting databases, draft responses for required forms and attachments, and application document in a format suitable for electronic submittal. A final draft PDF of the application narratives and the supporting documents, and the final BCA tool, will be delivered no later than 48 hours before the submission deadline.

#### **Deliverables**

- Draft and final BUILD grant application narratives
- BCA Model (Excel) with Technical Memo to Document Assumptions, Sources and Methods
- Completed Application for Federal Assistance Standard Form 424 (Sf-424) and other required forms pursuant to the NOFO.

### **III. COMPENSATION**

RITLAND+KUIPER Landscape Architects (and their subconsultant, AECOM) will provide the additional services described above, and in accordance with the conditions outlined in our contract, for a sum not to exceed **\$19,900.**

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**SUBMITTED BY:**

**AGREED TO:**

LANDSCAPE ARCHITECT

CLIENT: CITY OF INDEPENDENCE



Mark Kulper, ASLA, LEED AP, Principal  
Signature Dated: January 19, 2026  
License/Certificate No. IOWA 00413  
Renewal Date: June 30, 2027

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Title \_\_\_\_\_

Dated \_\_\_\_\_