

# TASK ORDER NO. 1

This is Task Order No. 1,  
consisting of 4 pages.

Origin Design Project No. 23036

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated \_\_\_\_\_, Owner and Engineer agree as follows:

## 1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	City of Oelwein
c.	Engineer:	Origin Design Co.
d.	Specific Project (title)	10 <sup>th</sup> Street Bridge Replacement
e.	Specific Project (description):	Construction of a new structure over Otter Creek on 10 <sup>th</sup> St. SW.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	None

## 2. BASELINE INFORMATION

**Baseline Information.** Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

The Owner has obtained \$1,500,000 in urban bridge funding from the Iowa Department of Transportation (Iowa DOT) which can be utilized for the construction of a new structure over Otter Creek on 10<sup>th</sup> St. SW. The funding requires environmental clearance to be issued by Federal Highways and that the project have oversight from the Iowa DOT, including bidding through the Iowa DOT. Otter Creek is part of a detailed flood study through this area, as such, a floodplain permit is needed from the Iowa Department of Natural Resources (Iowa DNR).

Task Order.

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**3. SERVICES OF ENGINEER (“SCOPE”)**

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are: Exhibit A to Task Order, “Engineer’s Services for Task Order,” as attached to this specific Task Order.
- B. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner’s written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions such as additional depth of borings for the geotechnical evaluation are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

**4. DELIVERABLES SCHEDULE**

- A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

**5. ADDITIONS TO OWNER’S RESPONSIBILITIES**

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:
  - i. Notify property owners prior to Origin Design land survey staff being on site.
  - ii. Publish the Notice to Bidders.

**6. TASK ORDER SCHEDULE**

- A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: “Not Applicable”

**7. ENGINEER’S COMPENSATION**

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Design Development and Bidding	\$154,000.00	Lump Sum Fee

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2. Additional Services: additional boring lengths as part of geotechnical exploration beyond 30' per boring	\$20.00	Per foot of additional drilling
3. Additional Services requiring approval	(N/A)	TBD

**8. EXHIBITS AND ATTACHMENTS:**

- A. Exhibit A to Task Order—Engineer's Services Under Task Order
- B. Exhibit B to Task Order—Task Order Deliverables Schedule

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

ENGINEER:

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Brett DeVore

Print Name: Lauren Ray, PE, SE

Title: Mayor

Title: Vice President/Secretary

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dylan Mulfinger

Name: Julie Neebel, PE

Title: City Administrator

Title: Transportation Coordinator

Address: 20 2nd Avenue SW, Oelwein IA  
50662

Address: 137 Main St., Ste. 100, Dubuque, IA  
52001

E-Mail  
Address: dmulfinger@cityfoelwein.org

E-Mail  
Address: [Julie.neebel@origindesign.com](mailto:Julie.neebel@origindesign.com)

Phone: 319-282-5440

Phone: 563-556-2464

Date: March 11, 2024

Date:

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# **EXHIBITS TO TASK ORDER 1 CITY OF OELWEIN, IOWA**

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## **EXHIBIT A—ENGINEER’S SERVICES UNDER TASK ORDER**

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Article 1 of the Main Agreement, Services of Engineer, is supplemented to include the following provisions:

Engineer shall provide Basic and Additional Services as set forth below.

### **ARTICLE 1—BASIC SERVICES – DESIGN DEVELOPMENT & BIDDING**

1. Prepare concept statement and submit to the Iowa DOT, this initiates the environmental clearance process.
2. Private utility coordination. Collect additional topographic data including locations of private utilities to allow refinement of hydraulic model and for use in roadway design.
3. Establish the existing right-of-way and property lines in the event easements are needed.
4. Obtain first floor elevations of buildings which have the potential to be in the floodway. Owner to contact property owners in advance of survey.
5. Research county records to obtain section corner information and copies of deeds and plats.
6. Complete a land survey to recover existing property pins.
7. Establish existing road right-of-way in sufficient detail to identify extent of temporary construction easements or permanent right-of-way acquisition needed for project development.
8. Submit a description of the proposed project to the Iowa DOT for consultation with State Historic Preservation Office (SHPO) requesting “no adverse effect” determination.
9. Perform wetland identification (by subconsultant).
10. Confirm options for the new bridge considering Iowa DNR floodplain permit requirements. Review findings with Owner. Identify up to two options based on minimizing adjacent property impacts and wetland impacts.
11. Present structure and roadway options, along with estimates of probable construction cost to City at Council Meeting.
12. Based on option selected at Council meeting, prepare and submit DNR floodplain and U.S. Army Corps of Engineers permit.
13. Complete preliminary plan checklist and submit preliminary plans and checklist to Iowa DOT electronically.
14. Incorporate preliminary plan comments from the Iowa DOT.
15. Coordinate geotechnical exploration including preparation of exhibit indicating boring locations and solicitation of quotes.
16. Geotechnical exploration conducted by subconsultant to include four (4) borings of up to 30 feet each. If bedrock is not encountered within 30’ the borings will be extended until bedrock is encountered at a cost of \$20.00 per additional foot of boring. The Owner will close the roadway to all traffic to allow the geotechnical exploration.
17. Conduct scour analysis for foundations and plan information.
18. Private utility coordination including sending plans to private utilities to determine any need for relocation. Review and utility relocation plans.
19. Custom structural design including development of plan sheets for submittal to the Iowa DOT as part of the check plan submittal. The anticipated structure will be a three-span beam bridge. Proposal assumes submittal of a structural calculation packet to the Iowa DOT will be required.

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Exhibit A—Engineer’s Services Under Task Order.

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20. Prepare documents as needed for negotiation of easements with private property owners utilizing standard Iowa DOT forms. Assumes use of the abbreviated compensation method.
21. Prepare quantities and bid items for proposed structure and roadway construction items.
22. Prepare and submit check plans and check plan checklist in accordance with the Iowa DOT Instructional Memorandum for Local Public Agencies 3.700. Sheets submitted to the Iowa DOT as check plans include:
  - i. Title sheet (A sheet)
  - ii. Typical Section and Details (B sheet)
  - iii. Quantities and Reference Notes (C Sheet)
  - iv. General Notes (C Sheet)
  - v. Roadway Plan and Profile sheets (D Sheets)
  - vi. Right-of-Way sheets (H sheets)
  - vii. Traffic Control (J sheets)
  - viii. Staking and Geometric sheets (L Sheets)
  - ix. Soil boring information (SPS Sheets)
  - x. Situation Plan and Structure sheets (V Sheets)
  - xi. Crosssections (W sheets)
23. Prepare two (2) right-of-way acquisition plats as needed for permanent acquisition. Additional plats would be an additional service.
24. Prepare Notice of Public Hearing for publication by Owner. Present final plans to Owner at Council Meeting as part of Public Hearing on Plans and Specifications.
25. Incorporate check plan and Public Hearing comments.
26. Prepare Project Development Certificate for Owner's signature.
27. Submit final plans, Project Development Certificate, special contract and timeframe requirements, and estimate of probable construction cost to the Iowa DOT utilizing TPDev (software required by Iowa DOT to enter bid items and special requirements associated with bid items) and TPMS (Iowa DOT submittal method).
28. Respond to questions during bidding. When a project is bid through the Iowa DOT, all questions must be directed to the Iowa DOT and the Iowa DOT asks the engineer if clarification is needed. Bidding is performed via electronic bidding through the BidX website.
29. Attend a City Council meeting to present results of bidding.
30. General project management and quality review, including providing monthly written or verbal updates to the Owner regarding project progress. Includes coordination with the Iowa DOT as related to project development.

## **ARTICLE 2—ADDITIONAL SERVICES**

- 2.01 Additional Services not requiring Owner's Written Authorization
  1. Additional boring footage if auger refusal (hitting bedrock) does not occur within 30 feet.
- 2.02 Additional Services Requiring Owner's Written Authorization
  1. Prepare more than two (2) right-of-way acquisition plats.
  2. One-on-one meetings with property owners.
  3. Attend more than three (3) City Council meetings.

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Exhibit A—Engineer's Services Under Task Order.

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4. Wetland or stream mitigation coordination.
5. Post-bidding services, except for attendance of council meeting to present bid results.
6. Design of bridge foundations other than driven pile supported foundations.
7. Assistance with grant applications.
8. Design exception documentation for submittal to the Iowa DOT.
9. Design of private utility relocation.
10. Historical evaluation of structure.



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**EXHIBIT B—TASK ORDER DELIVERABLES SCHEDULE**

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Paragraphs 2.04.E, 3.02.A, and Exhibit A of the Main Agreement are supplemented by the following - table.

<b>Milestone/Deliverable</b>	<b>Date</b>
Submit Concept Statement to the Iowa DOT	3/19/2024
Present bridge options to the City Council	2 <sup>nd</sup> council meeting in May, 2024
Preliminary Plan submittal to Iowa DOT	6/18/2024
Permit submittals (USACE and Iowa DNR)	6/24/2024
Property Owner negotiations	July – October 2024
Check Plan submittal to Iowa DOT	11/05/2024
Final plan submittal to Iowa DOT/property acquired	12/17/2024
Bidding through Iowa DOT (to allow construction in 2025)	03/18/2025

Schedules are subject to change based on when environmental clearance is issued by the Iowa DOT and when permits are issued. Final design to develop check plans cannot take place until environmental clearance is issued. Assumes Iowa DNR floodplain permit review will take 3 months. Schedule will be advanced if permits and environmental clearances can be obtained sooner.

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