

More ideas. Better solutions.®

MSA

PROFESSIONAL SERVICES

STATEMENT OF QUALIFICATIONS TO PROVIDE:

MUNICIPAL ENGINEERING SERVICES

*Prepared for the City of Windsor Heights, IA
August 5, 2015*

More ideas. Better solutions.®

MSA Professional Services, Inc. is a multidisciplinary consulting firm serving public and private clients throughout the Midwest. Our planning, engineering and architectural professionals meet the needs of a diverse client base with an emphasis on creativity and results. We provide our clients with more ideas and better solutions.

Statement of qualifications contact

Nichole Sungren, PE
Proposed City Engineer
Phone: (515) 205-0883
Email: nsungren@msa-ps.com

The information contained within this proposal is of proprietary nature and is submitted in confidence for use by the clients of MSA Professional Services, Inc. only. The information contained herein is and remains property of MSA Professional Services, Inc. Receipt or possession of this information confers no right or license to use or disclose to others the subject matter contained herein for any uses but authorized purposes.

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August 5, 2015

Doug Stone, Director of Public Services
City of Windsor Heights
6800 School Street
Windsor Heights, IA 50324

Dear Mr. Stone,

For a community whose mission is "to create a unique, sustainable, and vibrant community," maintaining and improving infrastructure is a critical goal for the City of Windsor Heights. As a full service municipal consulting firm, MSA Professional Services (MSA) is excited by the prospect of partnering with you to help you help your constituents.

Some of the benefits that we provide include:

- Local office with knowledge of the community
- In-house experts with background in engineering, planning, building design, and construction
- Experience providing funding assistance to communities of similar sizes, including more than \$56 million in grant assistance for our Iowa clients
- Proven success complying with project budgets and schedules
- Our decision to work for municipalities only means that we avoid any potential conflicts of interest when working for both developers and municipalities
- Our main point of contact, Nichole Sungren, has performed multiple plat reviews, and currently is the Vice Chair of the Ankeny Zoning Board of Adjustment

Our team understands the City's goals and is ready to work to help you turn those goals into realities. The enclosed qualifications reflects our understanding of the City's desires, as outlined in your Request for Qualifications. We are excited about the opportunity to work with you, City staff and City officials. We feel we have excellent qualifications and availability to meet your expectations. We look forward to hearing from you soon!

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Nichole Sungren".

Nichole Sungren, PE
Proposed City Engineer
nsungren@msa-ps.com
(515) 635-3404

A handwritten signature in black ink that reads "Steven Thompson".

Steven Thompson, PE
Principal | Iowa Program Manager
sthompson@msa-ps.com
(563) 548-2901

**The signers of this letter are authorized to represent MSA regarding all matters related to this proposal.*

DESCRIPTION OF FIRM

2. A description of the candidate firm, including brief history, number of employees and their disciplines, philosophy regarding client service, location, years in business, biographies of principals, etc.

MSA PROFESSIONAL SERVICES

MORE IDEAS. BETTER SOLUTIONS.®

As a full service consulting firm, MSA Professional Services (MSA) is all about creating communities that work. We partner with our clients to help them solve today's complex and multi-faceted challenges and improve the quality of their neighborhoods. ***Our focus is on providing exceptional service to build strong communities.***

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of more than 300 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions. Based in 14 offices across four states, our technical teams collaborate to assist communities throughout the Upper Midwest.

While we've expanded to serve communities and government agencies, MSA remains true to our mission of being a trusted partner helping clients succeed. More than a technical resource, MSA strives to earn the privilege of being a part of your community. We want to help, especially when you face challenging circumstances.

MSA supports many larger cities and agencies, but remains committed to understanding and serving the needs of the Midwest's small and rural communities. Our portfolio ranges from complex projects for governmental agencies and large municipalities to more straightforward infrastructure projects in unincorporated rural townships. MSA knows what it takes to build—large and small.

As an employee-owned company, MSA has additional value to offer its clients and communities. MSA has built a corporate culture based on sustainability, enduring relationships, highly skilled professionals, and respect for community and the environment.

PRINCIPALS:

Gilbert Hantzsch, PE - CEO

Project Management, Wastewater Engineering, Municipal Engineering Services.

Steve Thompson, PE - Iowa Regional Manager

Municipal Engineering Services, Project Management, QA/QC.

ASSOCIATES:

Jason Miller, PE - Des Moines Metro Office Manager

Project Management, Wastewater Collection and Treatment Facility Design, Municipal Engineering Services, Design, and Construction, and Water Supply and Distribution System Design and Construction.

DES MOINES OFFICE SERVICES:

Des Moines Office Services

- Surveying
- Municipal Engineering Services
 - Street/Utility/Roads
 - Stormwater
 - Wastewater
- Public Engagement
- Project Management
- Development Review Services
- Community Planning

At MSA all of our 14 offices are connected via digital networks. MSA's use of Skype for Business and VPN enables our staff to remain connected to their clients and projects, even when they're on the go.

Advanced video conference technology empowers our team members to interact with other MSA employees and clients remotely, allowing us to consistently apply the knowledge of our strongest internal experts, regardless of their location. The following pages lists the services provided by MSA.



MSA PROFESSIONAL SERVICES

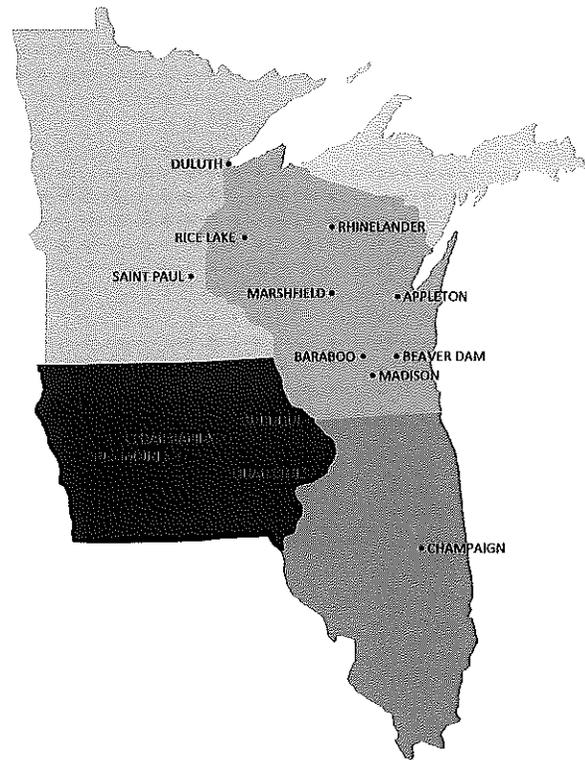
SERVICES PROVIDED

ENGINEERING

*Agricultural
Construction Management
Facilities Management and Operations
Mechanical, Electrical and Plumbing
Municipal Infrastructure
Structural
Transportation
Wastewater
Water Supply*

WATER RESOURCES

*MS4 Compliance Planning
TMDL Compliance Planning
P8 and WinSLAMM Water Quality Modeling
Stormwater Management
Floodplain Management
Wetland Management
Dam Engineering
Stormwater Utilities
Grant Funding*



FUNDING

*Tax incremental financing (TIF)
Grant writing
Grant administration
Project financing*

ENVIRONMENTAL

*Brownfields
Planning and permitting
Remediation and site restoration
Waste management
Wetlands and natural resources*

PLANNING

*Smart Growth planning
Comprehensive plan development
Strategic planning
Community development and financing
Capital Improvement Planning (CIP)
Economic development and analysis
Geographic Information Systems (GIS)
Ordinances and zoning regulations
Transportation planning
Land use planning
Funding for planning activities
Parks and recreation planning*

ARCHITECTURE

*Building analysis
Feasibility studies
Space needs planning
Master planning
Design/Site planning
Mechanical and plumbing engineering
Cost estimating
Construction documents
Construction administration
Structural engineering
Bidding
Post occupancy review*

SURVEYING

*Asset management
Boundary survey and land services
Plats
Topographic surveys
Mobile GIS
Web-based GIS
Web and mobile delivery
Utility mapping
Asset manpower
Tree inventories
Traffic sign inventories
Permit management*



GENERAL STATEMENT

3. A general statement indicating how the candidate envisions being able to provide services to the City of Windsor Heights and a demonstrated understanding of the high expectations of the City and its residents.

Given our concentration on municipal services, we recognize that a project needs both sufficient financing, as well as detailed engineering support. Since 1997, MSA has secured more than **\$56 million** in grant funding for our Iowa clients. Beyond our funding expertise, MSA's structure is based entirely around teams of experts that specialize in service areas that municipalities typically require. We have teams that specialize in bridges, planning, wastewater collection and treatment, drinking water distribution, streets and sidewalks, and stormwater conveyance.

Our experience has taught us that, while each issue will require innovative problem-solving, the common element of each project's success is consistent communication. Based on that understanding, we have a client liaison approach, whereby we appoint one team member to serve as the main point of contact between each of our clients and the MSA personnel that are required to implement the necessary solution. The client liaison is responsible for attending City Council meetings and other board meetings as necessary, as well as interacting with City staff as needed. We have identified Nichole Sungren as your Client Liaison.

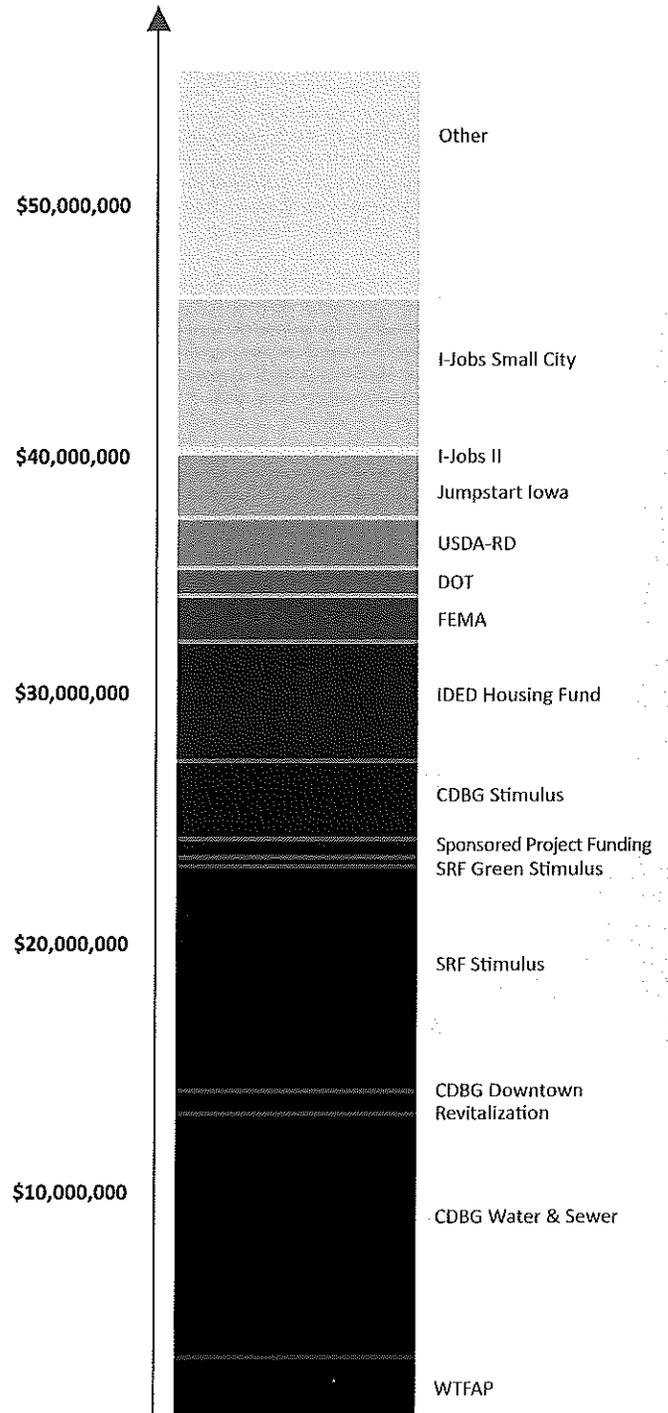
We further recognize that the City of Windsor Heights has an exceptionally involved constituency and as such, has established high expectations of City-related services. Those expectations can only be addressed through a combination of engineering expertise and communications. The full depth of our expertise can be accessed by our client liaison in order to address a resident's question about stormwater ponding, street light timing, or other such concerns.

Another enhancement that we recommend to our clients is to **hold office hours at the City Hall**. This office time could be a set time each week, if so desired by the City. The intent is to improve our level of service by increasing our presence and providing direct communication with citizens. We would reserve the office time to work on general services for the City as well as any staff meeting expectations. Our clients find that citizens and developers have a better understanding of City processes and requirements when the City Engineer is on-site and can participate in meetings and discussions.

We propose to provide these services without charging for the travel time and mileage to get to City Hall. With our technology capabilities, we can work on Windsor Heights general services or project services during this time. If we do not need to dedicate the entire time to Windsor Heights services, we have the capability to complete other work and not charge the City for that time. Windsor Heights benefits from the accessibility for your staff, residents and businesses. MSA benefits from the improved communications with our client that can only be achieved face-to-face.

IOWA GRANT FUNDING SUCCESS

\$56,119,819 AND COUNTING!



LIST OF CURRENT AND RELEVANT PROJECTS

4.

List of current and relevant projects in relation to similarities of Windsor Heights.

CATEGORY	PROJECT	LOCATION	PROJECT ELEMENTS
Preliminary Investigations, Cost Studies and Economic Analyses and Forecasts	Baxter Wastewater Facility Plan	Baxter, IA	Wastewater Treatment Improvement Analyses
	Lacona Water Analysis	Lacona, IA	Drinking Water Improvement Study
	Scranton Stormwater Analysis	Scranton, IA	Stormwater Improvement Study
Planning	Birdland Area Redevelopment Plan	Des Moines, IA	Redevelopment Planning & Public Engagement
	Arsenal Gateway Revitalization Plan	Rock Island, IL	Redevelopment Planning & Public Engagement
	Burlington Comprehensive Plan Update	Burlington, IA	Comprehensive Plan Update - Iowa Smart Planning Principles
	LaPorte City Downtown Master Plan	LaPorte City, IA	Downtown Revitalization Planning
	Solon Comprehensive Plan	Solon, IA	Comprehensive Planning
Funding/ Grant Applications	Truro Sanitary Sewer	Truro, IA	CDBG Grant and SRF Loan Funding for Sanitary Sewer Rehabilitation
	Guthrie Center CDBG Grant Administration for Facade Improvements	Guthrie Center, IA	CDBG Funded Facade Rehabilitation
	Farley Street Improvements	Farley, IA	RISE Grant Award for Street Improvements
	La Porte City CDBG Grant Administration for Facade Improvements	La Porte City, IA	CDBG Funded Facade Rehabilitation
	Leon Sanitary Sewer Improvements	Leon, IA	USDA RD Sanitary Sewer Improvement Grant
	Dakota City CDBG Housing Rehab Program	Dakota City, IA	CDBG Funded Owner Occupied Housing Rehabilitation
	Hedrick Wastewater Treatment	Hedrick, IA	ARRA, CDBG and SRF Funding for WWTF Plant
	Adair Sanitary Sewer Rehab	Adair, IA	FEMA Grant for Sanitary Sewer Rehabilitation
	Baxter Stormwater Improvements	Baxter, IA	CDBG and SRF Green Infrastructure Grant for Stormwater Improvements
	Surveying and Mapping	Dakota City GPS/GIS Utility Mapping	Dakota City, IA
La Porte City GPS/GIS Utility Mapping		La Porte City, IA	GPS/GIS Mapping of Drinking Water, Stormwater and Sanitary Sewer Infrastructure
Collins GPS/GIS Utility Mapping		Collins, IA	GPS/GIS Mapping of Drinking Water, Stormwater and Sanitary Sewer Infrastructure
Specialized Engineering Analysis and Design	Elkader Whitewater Rapids	Elkader, IA	Whitewater Rapids Design and Construction
	Blue Lake Water Quality Improvements	Monona County, IA	Water Quality Improvements Design and Construction
Preparation of Construction Plans, Specifications and Contract Documents	West Des Moines South 8 th Street	West Des Moines, IA	South 8 th Street Improvements
	Ankeny Sanitary Sewer Extension	Ankeny, IA	Sanitary Sewer Extension Required for Development
Onsite Management of Capital Projects	Waukee I/I Rehab	Waukee, IA	Sanitary Sewer Improvements
	Ankeny Sanitary Sewer Extension	Ankeny, IA	Sanitary Sewer Extension Required for Development
	Leon Wastewater Treatment	Leon, IA	Wastewater Treatment Plant Construction



LIST OF CURRENT AND RELEVANT PROJECTS | CONTINUED

4. List of current and relevant projects in relation to similarities of Windsor Heights.

CATEGORY	PROJECT	LOCATION	PROJECT ELEMENTS
Street, Sidewalk and Curb and Gutter Design	Guthrie Center Downtown Streetscape	Guthrie Center, IA	Downtown Streetscape Improvements
	West Des Moines South 8 th Street	West Des Moines, IA	South 8 th Street Improvements
Stormwater Management Design	Baxter Stormwater Improvements	Baxter, IA	Stormwater Infiltration Project
Landscaping, Park and Greenspace Design	Hiawatha Parks and Recreational Comprehensive Plan	Hiawatha, IA	Parks, Trails and Recreation Planning

CURRENT CLIENTS

5. List of current clients for engineering services.

NAME	PHONE
City of Alburnett	(319) 842-2692
City of Ankeny	(515) 965-6400
City of Aplington	(319) 347-2425
City of Asbury	(563) 556-7106
City of Baxter	(641) 227-3120
City of Brandon	(319) 474-2335
City of Buffalo	(563) 381-2226
City of Burlington	(319) 753-8124
City of Cascade	(563) 852-3114
City of Chariton	(641) 774-5991
City of Collins	(641) 385-2205
City of Corydon	(641) 872-1826
City of Dakota City	(515) 332-3083
City of Deloit	(712) 269-7993
City of Donahue	(563) 282-4161
City of Durant	(563) 785-4451
City of Earling	(712) 747-2181
City of Elgin	(563) 426-5998
City of Elkader	(563) 245-2098
City of Epworth	(319) 876-3320
City of Farley	(563) 744-3475
City of Garnavillo	(563) 964-2331

NAME	PHONE
City of Griswold	(712) 778-2615
City of Hedrick	(641) 653-4914
City of Guthrie Center	(641) 332-2190
City of Hubbard	(641) 864-3187
City of Kelley	(515) 769-2213
City of La Porte City	(319) 342-3396
City of Ladora	(319) 623-3506
City of Lamont	(563) 924-2194
City of Leon	(641) 446-6221
City of Lewis	(712) 769-2216
City of Luther	(515) 291-3308
City of Marion	(319) 743-6300
City of Massena	(712) 779-2295
City of Melbourne	(641) 482-3338
City of Nashua	(641) 435-4156
City of Princeton	(563) 289-5315
City of Reinbeck	(319) 788-6404
City of Stockton	(563) 785-4708
City of Sumner	(563) 578-3242
City of Truro	(641) 765-4586
City of Wheatland	(563) 374-1289



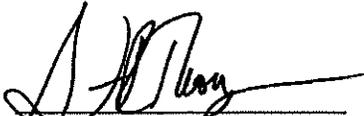
CURRENT AND PROJECTED WORKLOAD

6. Information on the candidate firm's current and projected workload and its ability to meet project schedules and be available for staff.

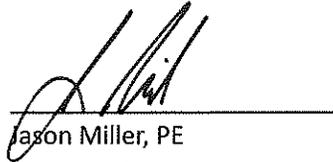
MSA has a broad array of personnel well suited to fulfill the specific needs of Windsor Heights. We have the necessary resources to complete projects efficiently and effectively. In addition to personnel, MSA is committed to making the latest technology available to our employees. All 14 MSA offices are connected via a high speed Wide-Area Network (WAN) that allows easy and rapid sharing of electronic data from one office to another. Completing projects on time and within budget requires more than just technology. The combined experience of our experts is our best tool in budgeting and scheduling new projects.

For example, the U.S. EPA mandated that the City of Corydon remove sanitary sewer bypasses from their sewer system. The City worked with MSA to complete the work both under budget and ahead of schedule, thereby avoiding the imminent fines that the U.S. EPA had proposed.

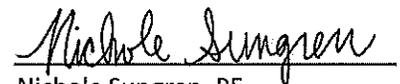
The MSA team members that will be most integral to the City of Windsor Heights are currently working on a variety of municipal projects; however, each team member has the capacity and desire to make the City of Windsor Heights and any associated projects a top priority. Each of our team members is committed to providing the same level of service to Windsor Heights that we provide to our current clients. We take our commitments seriously, we therefore have reviewed our individual workload and hereby commit to you to provide the level of service you desire.



Steven Thompson, PE
Principal | Iowa Program Manager



Jason Miller, PE
Team Leader



Nichole Sungren, PE
Proposed City Engineer

We are close by.

This proximity allows MSA to respond to requests for assistance promptly and efficiently. Windsor Heights staff, council members, residents, and business prospects will have quick and convenient access to MSA's local representatives to learn about projects and issues that will directly impact them. We understand that time is of the essence and people often need answers or at least to know that someone is helping them right away. MSA will provide you services that meet your goals and policies.



LEGAL PROCEEDINGS | CONFLICTS OF INTEREST

Information on the candidate firm's contracts that have been cancelled or terminated for unsatisfactory performance. Information on candidate firm's legal proceedings involving municipal clients that were unresolved or active from January 1, 2010 to present. Information on candidate firm's avoidance of personal and organizational conflicts of interest.

Based upon review of our records from 2000 to the present, MSA Professional Services has not had a contract cancelled or terminated for unsatisfactory performance.

MSA currently has one legal proceeding involving a municipal client that is unresolved. The client is the Village of Port Byron, Illinois. The claim involves a subcontractor's dispute over the quantity of wastewater sludge removed. The subcontractor has brought suit to the Village. Given the strength of the documentation and efforts by MSA personnel during construction, MSA has agreed to indemnify and assume the defense of Port Byron, Illinois. Contact information for the Village of Port Byron is Kevin Klute, Village president, (309) 523- 3705.

Our Des Moines Metro office, and your intended client liaison, recognizes that potential conflicts of interest could arise between municipal engineering services and engineering services related to private developers. We previously recognized that an engineering firm that performs development-related services cannot also provide review of that development for a municipality, without an inherent conflict of interest arising. As such, our Des Moines Metro office is committed to only working for municipalities, forgoing work for private developers, thereby avoiding any conflicts of interest that could arise.

REFERENCES

7. *Contact information for five references.*

CITY OF ANKENY
ADAM LUST, ASSISTANT DIRECTOR OF PUBLIC WORKS
220 West First Street
Ankeny, Iowa 50023-1751
(515) 963-3537

CITY OF CEDAR RAPIDS
DOUG WILSON, PE,
CAPITAL IMPROVEMENTS PROJECT MANAGER
500 15th Avenue SW
Cedar Rapids, Iowa 52404
(319) 286-5802

CITY OF ASBURY
BETH BONZ, CITY ADMINISTRATOR
5080 Asbury Road
Asbury, Iowa 52002
(563) 556-7106

CITY OF BAXTER
STEPHEN SMITH, MAYOR
PO Box 415
Baxter, Iowa 50028
(641) 227-3120

CITY OF GUTHRIE CENTER
LAURA IMERMAN, CITY ADMINISTRATOR
102 North Main Street
Guthrie Center, Iowa 50115
(641) 332-2190



FEE SCHEDULE AND BASIS FOR COMPENSATION

8. A fee schedule identifying hourly rates per staff position.

MSA is a consulting engineering firm, and as such our compensation is based upon the services that we provide. We only work when authorized by you to perform a service. Authorization comes in the form of an agreement which stipulates the costs associated for those services. Our firm is federally audited and complies with DOT regulations on how overhead, administration and related charges are passed on to you.

A fee schedule identifying hourly rates per staff position can be seen below.



RATE SCHEDULE March 2015/2016*

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects	\$125-\$151/hr.
Clerical.....	\$60-\$80/hr.
CAD Technician	\$59-\$110/hr.
Geographic Information Systems (GIS).....	\$76-\$128/hr.
Housing Administration	\$58-\$104/hr.
Hydrogeologists	\$99-\$152/hr.
Planners	\$83-\$160/hr.
Principals.....	\$155-\$190/hr.
Professional Engineers.....	\$85-\$190/hr.
Project Manager	\$62-\$180/hr.
Registered Land Surveyors.....	\$93-\$150/hr.
Staff Engineers	\$80-\$115/hr.
Technicians.....	\$59-\$110/hr.
Wastewater Treatment Plant Operator	\$72-113/hr.

<u>REIMBURSABLE EXPENSES</u>	
Copies/Prints.....	Rate based on volume
Fax	\$1.00/page
GPS Equipment	\$40/hour
Mailing/UPS	At cost
Mileage – (currently \$0.575/mile).....	Rate set by Fed. Gov.
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter.....	\$100.00/day
PC/CADD Machine	Included in labor rates
Robotics Geodimeter	\$30/hour
Stakes/Lathe/Rods.....	At cost
Total Station.....	Included in labor rates
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing.....	At cost

* Labor rates represent an average or range for a particular job classification. These rates are in effect until March 1, 2016. After March 1, 2016, these rates may increase by not more than 5% per year.



ENGINEERING | PLANNING | ARCHITECTURE | SURVEYING | FUNDING | ENVIRONMENTAL

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FEE SCHEDULE AND BASIS FOR COMPENSATION

Also included is a typical invoice. We are currently working with the City of Ankeny to install and extend water service to a part of town, below is an invoice for those services.



REMIT TO:
MSA Professional Services Inc
PO Box 435
Buxton WI 53013-0435

Mark Mueller
City of Ankeny
220 West First Street
Ankeny, IA 50023-1751

June 26, 2015
Project No: R09085017.0
Invoice No: 1
Project Manager: Nichole Sungren
Client Liaison: Jason Miller

Project R09085017.0 Ankeny - 2015 East First Street Rural Water Main
Professional Services from May 22, 2015 to June 20, 2015

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Conceptual Design	3,800.00	70.00	2,660.00	0.00	2,660.00
Survey & Mapping	3,600.00	15.00	540.00	0.00	540.00
Preliminary Design	15,900.00	0.00	0.00	0.00	0.00
Final Design	13,800.00	0.00	0.00	0.00	0.00
Easement Preparation	4,800.00	0.00	0.00	0.00	0.00
Bidding	1,900.00	0.00	0.00	0.00	0.00
Project Administration	3,900.00	1.00	39.00	0.00	39.00
Total Fee	47,400.00		3,239.00	0.00	3,239.00
Total Fee					3,239.00
AMOUNT DUE THIS INVOICE					\$3,239.00

Offices in Illinois, Iowa, Minnesota, and Wisconsin
For information, Contact The Des Moines Office at: 315-964-1920 1-800-811-1122 Fax: 315-964-003

METHODS OF RATE CHANGE

9. Information of frequency and method for rate changes, including any projections for future rates.

MSA establishes bill out rates on an annual basis. MSA does not modify bill out rates for projects that are contracted on a lump sum basis. For those projects that

are contracted on a cost-not-to-exceed basis, adjustments to bill our rates are negotiated in advance and are never more than 4% higher than existing rates.



EXTRA SERVICES

10. *What services are charged for and what, if any, are considered as part of the scope of services, such as providing maps, responding to emails and phone calls, etc.*

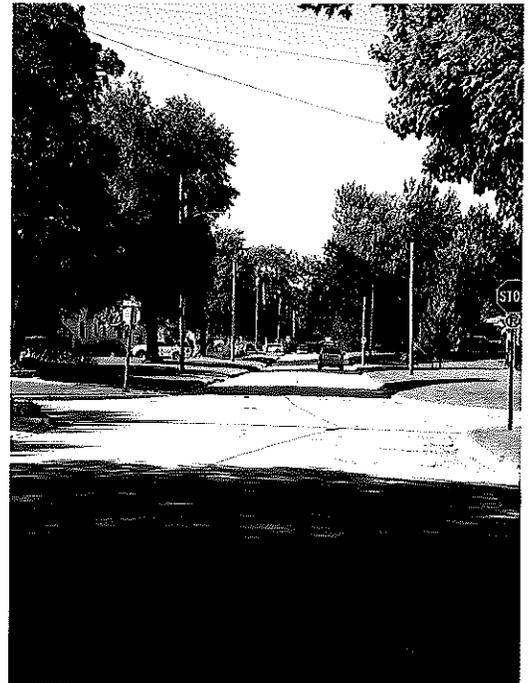
MSA only charges for services that are so authorized by a written agreement. That written agreement identifies a scope of services specifically authorized. There are issues that arise from time to time in the course of events that we do not bill for. These issues usually require limited time and resources on our end, and include things like:

- 1) Phone calls of limited duration.
- 2) Responding to emails of limited duration

Responding to communications that requires limited allocation of our time and resources is not something that we typically charge to our clients. However, should the issue require more intensive effort, authorization will be obtained prior to implementing the work in order to track the costs associated.

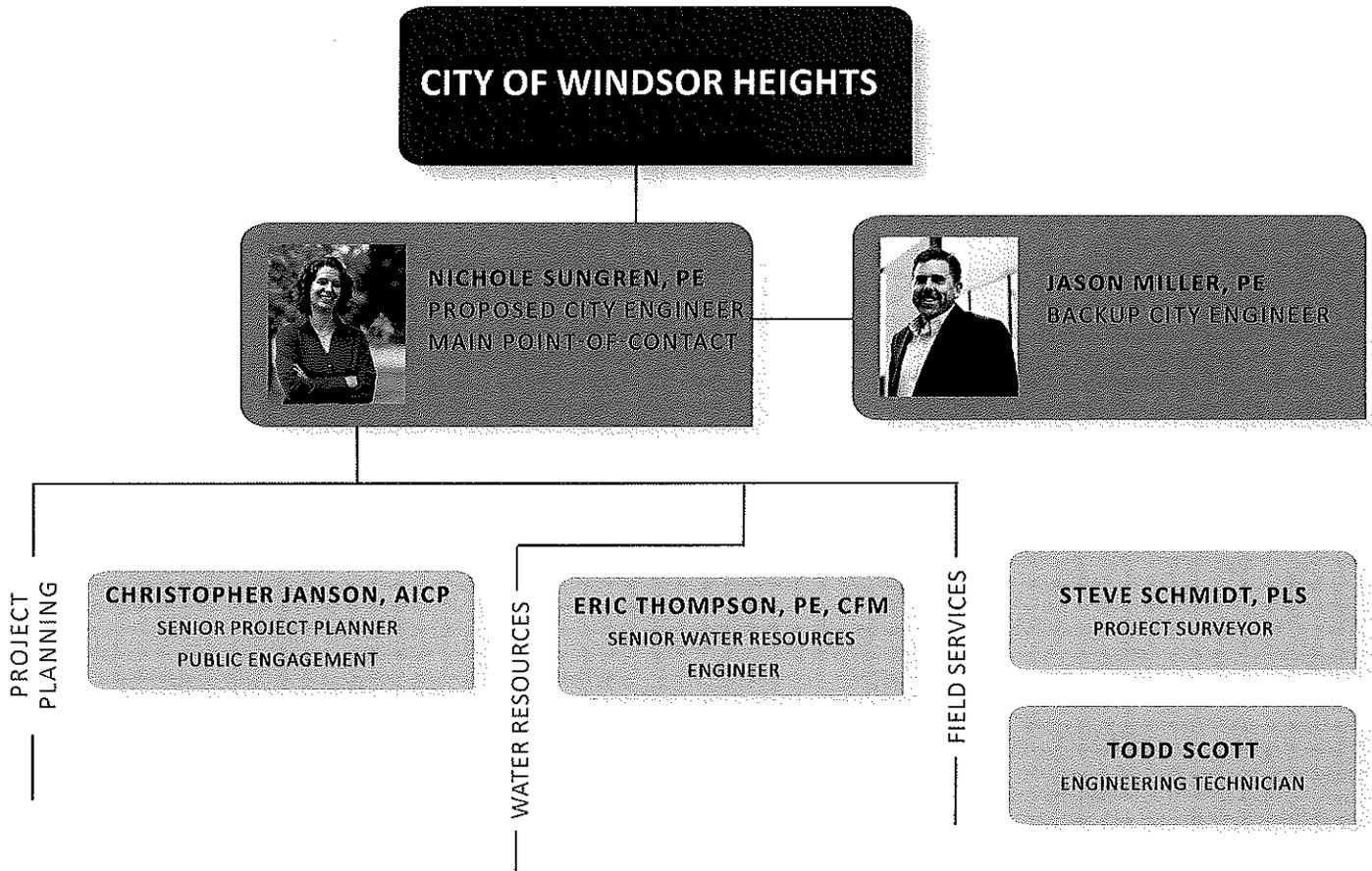
Further, we will also work to limit your exposure during typical municipal engineering services. This includes items such as:

SITE PLAN/PLAT REVIEW - MSA will review each site plan/plat a total of two (2) times to make comments and recommendations for review by the Planning & Zoning Commission. These services are typically paid for by the community. However, should a developer not be able to demonstrate compliance within that stipulated timeframe, any additional reviews will be at the expense of the developer, and not Windsor Heights.



PROJECT TEAM

ORGANIZATIONAL CHART



STATEMENT OF COMMITMENT

Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project's completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member's potential workload. We then obtain commitments from all individuals on the project team to complete the work as identified within the proposed schedule. This approach helps to foster a team mentality and results in personal accountability of all team members involved.

In addition, MSA utilizes a client liaison system, in which a single professional is responsible for all communication with a particular client. This "single-point-of-contact"

approach ensures that your community will receive consistent, personalized communication throughout the duration of your project, and well into the future.

As stated previously, MSA submits this proposal with the understanding and commitment that our staff and equipment will be available to accomplish this project and any future projects within realistic timetables, as designated by the Council. Our team has the capacity to handle this and any future projects for your community, while providing excellent service.



PROJECT TEAM



Nichole Sungren, PE

Proposed City Engineer | Main Point-of-Contact

EDUCATION:

*B.S., Civil Engineering
Iowa State University*

REGISTRATION:

Professional Engineer, IA

MEMBERSHIPS:

*Iowa Engineering Society
Ankeny Zoning Board of Adjustment –
Vice Chairperson*

Ms. Sungren has more than 14 years of experience planning and designing roadway and site improvements projects. Her responsibilities have included: project management; project design; site plan review for municipal clients; preparation of drainage reports; construction engineering services; and coordination of franchise and municipal utilities. Her roadway expertise includes interstate and urban roadway design in the greater Des Moines metro area. She has also been involved in storm and sanitary sewer projects, including forcemain, sewer lining and detention basin design. Ms. Sungren will be responsible for the management and administration of an agreement with the City of Windsor Heights.

EXPERTISE:

- Project Management
- Stormwater Engineering
- Municipal Engineering Services

PROJECT EXPERIENCE:

East First Street Rural Water Main Extension Project, Ankeny, IA

The project comprised of the extension of the existing city water main through the County's right-of-way to serve future City development. Project involved determining an alignment for the water main that would meet the needs of the City for both the existing condition as well as the future when the City widened the roadway to a four lane boulevard section. Performed franchised utility coordination and water main design as the Project Manager.

South 8th Street, Pine Ave. to County Line Road, West Des Moines, IA

The project comprised of the reconstruction of the existing rural roadway to an urban roadway and recreational trail as a part of the Microsoft Data Facility campus. Project involved direct coordination with four consulting firms working on other portions of adjoining projects. Project included RISE funding component. Performed site drainage design and modeling, accessible sidewalk design, and specification preparation as the Project Engineer.

Booth Street and Washington Avenue Reconstruction Projects, Polk City, IA*

The project comprised of the reconstruction of the existing rural roadway to an urban roadway, sidewalks and the replacement of the water main. Topographic survey, roadway and utility design, and utility coordination.

**Denotes work experience prior to MSA.*



PROJECT TEAM



JASON MILLER, PE

Backup City Engineer

Mr. Miller has acted as project engineer and manager for a variety of civil, environmental, and industrial engineering projects. His experience includes researching and writing reports, including wastewater treatment facility evaluations and water distribution system evaluations; designing wastewater collection systems, wastewater treatment systems, pumping stations, water distribution and storage systems; designing solid waste disposal facilities; providing construction administration; and inspection; specification writing; design and construction estimating.

EDUCATION

B.S., Civil Engineering
University of Wisconsin, Platteville

REGISTRATION

Professional Engineer, IA

PROJECT EXPERIENCE

Infiltration and Inflow Investigation and Repair, Leon, IA

Worked with the City to develop a rehabilitation and repair plan through the use of GIS, flow monitoring, televising, and smoke testing. Used implemented plan to secure funding for sewer system improvements, including CDBG and USDA RD Grant. Completed sewer system repairs through the use of CIPP.

Storm Water Improvements, Baxter, IA

Worked with the City to develop a green storm water drainage and treatment solution funded through CDBG and SRF. Improvements included Infiltration / detention basin, bioswales, wet detention basin, rain gardens and storm water conveyance pipes. Funded through SRF Green Grant, CDBG Green Grant, and GO Bond.

Clear Well Drinking Water Pump Station, Baxter, IA

Worked with the City to implement cost effective, energy efficient pump station improvements to their well sites, and drinking water clear well. Improvements funded through SRF Green grant for increasing energy efficiencies.

Flood Study, Elkader, IA

Elkader experienced record flooding in 2008, as a result FEMA provided financial assistance to complete a flood study. Multiple client meetings and evaluations resulted in a recommended solution to provide consistent flood mitigation.



CHRISTOPHER JANSON, AICP

Senior Project Planner | Public Involvement

Mr. Janson serves as a Planning Team Leader in our Iowa region. In this role, he focuses on serving municipal clients in the areas of housing program management, comprehensive planning, development administration, project financing, funding administration, GIS mapping, and development implementation. While at MSA, he has secured more than \$11 million in grant funding. Mr. Janson has more than ten years of experience as a land use planner with planning offices in Iowa, Illinois, Minnesota and Nebraska.

EDUCATION

B.S., Community and Regional Planning/Business Administration
Iowa State University

REGISTRATION

American Institute of Certified Planners

MEMBERSHIPS

American Planning Association & Urban Land Institute

EXPERIENCE

Birdland Area Redevelopment Plan, Des Moines, IA

Managed project and assisted in facilitating all public and steering committee meetings for the area redevelopment plan.

Burlington Comprehensive Plan Update, Burlington, IA

Facilitated all public and steering committee meetings for comprehensive planning effort.

Arsenal Gateway Neighborhood Revitalization Plan, Rock Island, IL

Facilitated all public and advisory committee meetings and provided production support for planning documents and visioning.

Story County Comprehensive Plan, Story County, IA

Leading the planning team and public engagement process for the Story County C2C Plan for 2036.

Downtown Revitalization Plan, Guthrie Center, IA

Managed the creation of the downtown revitalization plan and facilitated all public meetings incorporated into the planning process. Will lead implementation efforts through grant writing and capital improvement planning based on the plan's recommendations.



PROJECT TEAM



ERIC THOMPSON, PE, CFM
Senior Water Resources Engineer

Mr. Thompson has 20 years of experience and leads MSA's water resources team. He has been involved in watershed management activities throughout the United States, including watershed planning, stormwater master planning, wetland restoration, aquatic habitat assessments, lake water quality improvement, flood reduction, and development regulation.

EDUCATION

B.S., Civil Engineering, University of Minnesota
M.S., Civil Engineering, University of Minnesota

REGISTRATION

Professional Engineer, IA, WI, IL & MN

SELECT EXPERIENCE

Stormwater Utility Implementation, Marion, IA
West 32nd Street Detention Pond, Dubuque, IA
Infiltration Basin Repair, Baxter, IA



STEVE SCHMIDT, PLS
Project Surveyor

Mr. Schmidt is responsible for boundary surveying, including route surveys, rural section surveys, urban lot surveys and ALTA surveys. He has experience in other engineering related surveying projects, such as photogrammetric control, control surveys for unexploded ordinance sweeps, and control surveys for environmental audits. Mr. Schmidt also assists developers in the layout and design of subdivision projects, and performs or oversees construction staking operations.

EDUCATION

B.A., Philosophy, University of Iowa

REGISTRATION

Professional Land Surveyor, IA, IL, WI

MEMBERSHIPS

Illinois Professional Land Surveyor's Association
Society of Land Surveyors of Iowa

SELECTED EXPERIENCE

City of Asbury Water and Sewer Projects, Dubuque County, IA
Savanna Army Depot Surveys and UXO Sweeps, Carroll County, IL
Various Roadways, Jo Daviess County, IL



SARAH MCDONALD, ASLA
Landscape Architect | Project Planner

As a planner and landscape architect, Ms. McDonald helps communities translate their visions into designs that cause them to become more dynamic and sustainable places, enriching the lives of both residents and visitors alike. Her design experience with urban planning, recreation open spaces and assisted living environments has afforded her a level of knowledge that has proven invaluable to every project she has been engaged with.

EDUCATION

M.S., Urban and Regional Planning, University of Wisconsin-Madison
B.S., Landscape Architecture, University of Wisconsin-Madison

PROFESSIONAL AFFILIATIONS

American Planning Association
American Society of Landscape Architects

PROJECT EXPERIENCE

Park Master Plan, Rothschild, WI
Biron Comprehensive Outdoor Recreation Plan, Biron, WI
Pike River Corridor Maintenance Plan, Mount Pleasant, WI*

**Denotes work experience prior to MSA.*



TODD SCOTT
Engineering Technician

Mr. Scott has ten years of experience as an engineering technician with MSA. He specializes in completing design and plan sheet layouts for Iowa and Illinois municipal clients. His project experience includes municipal site and roadway design and development.

EDUCATION

A.S., Civil and Construction Engineering Technician, Hawkeye Community College

PROJECT EXPERIENCE

Sanitary Sewer Layout and Design, Leon, IA
Wastewater Treatment Facility, Elkader, IA
Pump Station, Elkader, IA
Street Design, Adair, IA
Wastewater Treatment Facility, Collins, IA
Sump Pump Inspections, Baxter, IA
Water System Improvements, Hubbard, IA
Wastewater Treatment Facility, Hedrick, IA
Pump Station Design, Hedrick, IA



SCOPE OF SERVICES

The City of Windsor Heights has requested a comprehensive list of municipal engineering services as a part of the scope of services for this proposal. As can be seen in our referenced projects and client interactions, we understand and specialize in providing municipal consulting services for all project types, from concept to funding to implementation. Following are a few detailed breakdowns of how we can help you specifically with the items requested.

TRANSPORTATION

Residents depend on municipalities to develop and maintain safe, convenient transportation infrastructure. Our experts work with municipalities, counties, Departments of Transportation, the Federal Aviation Administration and the Federal Highway Administration to prepare plans, environmental assessments, right-of-way plats, specifications and bid documents for transportation projects. Expertise includes bridges, streets and highways, urban roadways, traffic engineering, roundabouts and intersections, construction management, corridor planning and access management, real estate negotiation and acquisition, airports, railroad coordination, project management, and trails and multimodal facilities.

CONSTRUCTION MANAGEMENT/INSPECTION

Construction Observation

The Des Moines Metro Office has construction inspection personnel available that are Iowa DOT certified Level 1 PCC and Level 1 & 2 Aggregate certified and Iowa certified construction site pollution prevention inspector.

Management and Oversight

Every construction project ever conceived will have issues. We recognize how these issues are solved determines the success or failure of any project. Successful management of a project is determined by recognizing and addressing issues before they evolve into unsolvable problems. Surprises can be minimized through the effective application of experience. Elements to minimize surprises include directing the intent of the project; identifying actions, risks, and responsibilities within the project; and guiding ongoing activities of the project.

We include internal MSA quality assurance and quality control (QA/QC) reviews on all of our projects. These are performed by our technical practice leaders for each

specific discipline. It is through this QA/QC process that we are able to uncover any potential problems before any of your constituents are ever impacted.

Communication

The saying goes “Knowledge is Power.” Through our past experiences, we have seen that saying come to fruition time and again. Municipal consulting is about providing the best services to your constituents. However, some improvements do come with temporary impacts to daily life. Before those impacts can be seen by your citizens, we focus on ensuring that those affected know and understand the reasons for the impact and the expected timeframes for those impacts. We will participate at meetings at the City’s convenience to help ensure everyone is on the same page before, during and after projects are complete.

Construction Approval

Sometimes projects are approved without all of the items originally called for having been completed. For various reasons, contractors are sometimes not held to the specific criteria contained within the contractual documents. MSA has implemented a rigorous substantial and final completion checklist and documentation procedure to assure that every client we work with gets the full scope of the project for which they have paid.

Plat/Site Plan Review

The City will provide MSA staff with the latest City Code and Zoning regulations and Design Standards. MSA will meet with City Staff and the Planning & Zoning Commission (P&Z) to establish procedures for all site plan/plat reviews. MSA will prepare a review checklist for preliminary and plats and construction plans and a review schedule to meet submittals to P&Z and Council.



SCOPE OF SERVICES

ANKENY SW DELAWARE AVENUE SEWER EXTENSION

ANKENY, IA

Project Contact | Jolee Belzung
City of Ankeny
(515) 963-3523

In 2010, the City of Ankeny was notified that Toro intended to build a 450,000-square-foot distribution center on the south side of the City. However, prior to committing to the location, Toro required that the City of Ankeny extend sanitary sewer and water to the location within eight months. Further complicating the project, the City needed to secure floodplain and wetland clearances from the US Army Corps of Engineers due to a stream crossing within the project site.

The City turned to MSA for engineering design and construction services to assist in meeting Toro's needs. Within eight months, our team had completed the sanitary sewer. Originally budgeted at \$250,000, the project was completed for under \$220,000. The City can now reap the benefits of a broadened service area, which will allow for further future development.



STORMWATER QUALITY IMPROVEMENT PROJECTS

BAXTER, IA

Project Contact | Steve Smith, Mayor
City of Baxter
(641) 227-3120

The City of Baxter has several areas of the City that continually experience flooding during storm events. The heart of the City of Baxter's storm sewer system includes a 30-inch storm sewer pipe that routes stormwater around the school and then south. Given the amount of water that runs off of the city streets, and runs into the city from the north and east, the existing sewer system cannot pass all of the water. This in turn results in flooding. The areas affected include established residential areas, a public school, and a City Park. These areas, as well as affected waterways, are also negatively affected by the debris and pollutants that enter the City's storm sewer during these storm events.

The City moved forward with MSA as a partner in evaluating the City's storm sewer flooding and drainage issues. From there, the City and MSA teamed to provide

several Best Management Practice solutions to the City's storm water/flooding issues. The City of Baxter and MSA worked closely with the Iowa DNR, Jasper County, the Iowa Finance Authority, and the Iowa Department of Economic Development to apply for and receive as awards, nearly \$500,000 in Sustainable Project-CDBG grant funding and another \$1,279,000 in ARRA/SRF Green Reserve Funding. The partnership between MSA and the City of Baxter has resulted in the City's sustainable storm sewer improvements receiving record amounts of funding for stormwater quality improvements.



Before, showing flooding in the park



After, showing new stormwater detention/infiltration basin



SCOPE OF SERVICES

PAVEMENT PRESERVATION PROGRAM

ANKENY, IA

Project Contact

Paul Moritz
Assistant City Manager
City of Ankeny
(515) 963-3520

MSA recognizes that proper, routine, maintenance can significantly extend the life of pavements. MSA has worked with the City of Ankeny to compile construction documents and to provide construction administration and observation services for the City's annual Pavement Preservation Program.

MSA assisted with the Program in 2010, 2011, and 2012. Through those programs, the City has cleaned and sealed approximately 56 miles of pavement joints and 17.5 miles of random cracks on the City's streets. The sealing of these joints and cracks will help prevent moisture seepage below the existing pavement, which will extend the pavement life.



Before construction



Saw cutting cracks



Post construction

BIRDLAND AREA REDEVELOPMENT PLAN

DES MOINES, IA

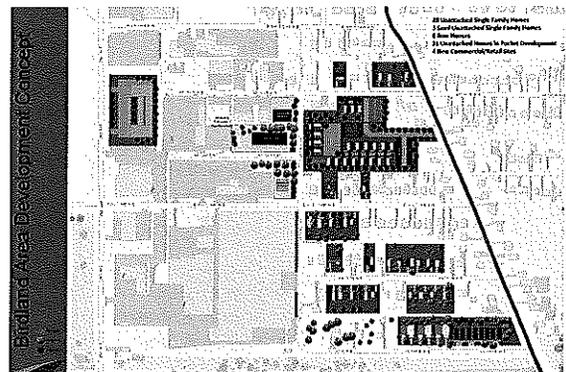
Project Contact

Kyle Larson, Senior Planner
City of Des Moines
(515) 283-4164

The Birdland Area, a subset of the Union Park Neighborhood in Des Moines, sustained significant flood damage during the 1993 and 2008 floods. The majority of the damage occurred in the area on account of levee breaches along the Des Moines River. The levee has recently been rebuilt to current standards, and the area is seeking reinvestment. In the spring of 2014, the City of Des Moines selected MSA to assist with a Redevelopment Area Plan for Birdland.

was a great amount of involvement from the steering committee and residents even at the early stages of plan development. Successful public engagement, led by MSA, was crucial to building consensus for the plan and will be critical to implementation. MSA completed the planning process in January 2015. The City recently released an RFP to interested developers for infill housing based on the plan's implementation recommendations.

The Redevelopment Plan provides a vision for the area, identifies issues of concern and unites stakeholders and residents in creating a plan for infill housing growth and public and private reinvestment. The area has a unique mix of residential and industrial properties, and there



Birdland Area Redevelopment Concept

