

**TASK ORDER NUMBER ONE
AGREEMENT TO FURNISH ENGINEERING SERVICES
to
BROADWATER COUNTY
for
SILOS RECREATIONAL AREA MASTER PLAN**

This Task Order provides for professional engineering services to be performed by ROBERT PECCIA & ASSOCIATES, INC. (hereinafter the Engineer), for BROADWATER COUNTY (hereinafter the Owner), in accordance with Article 1 of the Agreement to Furnish Engineering Services to Broadwater County, for Silos Recreation Area, dated February ____, 2020 (hereinafter the Agreement). This Task Order represents an authorization to proceed with the scope of services, schedule, and compensation described herein. This Task Order, when executed by both parties, shall become a supplement to and part of the basic Agreement.

ARTICLE 1. SCOPE OF SERVICES

The Engineer will develop a Master Plan to evaluate alternatives and outline recommendations for redevelopment of the Silos Recreation Area based on needs and objectives identified in coordination with Broadwater County, U.S. Bureau of Reclamation (BOR), the public, and stakeholders.

The work will be completed under the direction of Broadwater County, with oversight from BOR. The Engineer will provide technical assistance and advice to Broadwater County, and Broadwater County will make decisions and provide direction to the Engineer.

At key steps in the Master Plan, working files will be prepared by the Engineer and reviewed and approved by Broadwater County, with concurrent reviews by BOR. The work elements to be completed in the development of the Master Plan Update are outlined in the following sections.

1. Project Management and Administration

1.1 Scoping & Kickoff Meeting

The Engineer shall facilitate a scoping and kickoff meeting with Broadwater County, BOR, and other key project team members to set expectations for the Master Plan process and confirm the project scope, schedule, and deliverables.

Deliverables: Meeting Minutes

1.2 Contract / Task Order

After the scoping and kickoff meeting, the Engineer shall prepare an Agreement and a Task Order outlining the specific scope of services, basis of compensation, payment for services, times for completion, and obligations of the Engineer and Owner. The executed Agreement and Task Order shall serve as Notice to Proceed for project work activities.

Deliverables: Executed Contract and Task Order

1.3 Invoicing / Status Reports

The Engineer shall prepare and submit monthly progress reports and invoicing to Broadwater County. Progress reports will include an estimate of percent completion for each task corresponding to budget spent. BOR will coordinate with the County to review progress reports and release funds for payment.

Deliverables: Monthly Invoices and Progress Reports

1.4 Steering Committee Meetings

Following the initial scoping and kickoff meeting, the Engineer shall schedule, facilitate, and document a series of meetings with the project Steering Committee to include representatives from Broadwater County, BOR, and the Citizens Action Group for the Silos Recreation Area (CAGSRA). Up to 5 meetings are anticipated, not including the initial scoping and kickoff meeting which is addressed in Task 1.1. The Engineer shall prepare an agenda, materials, and minutes for each meeting.

Deliverables: Meeting Materials and Meeting Minutes

2. Public and Stakeholder Involvement

2.1 Project Website

The Engineer shall create and maintain a project website to post information about the Master Plan and announce the public open house meetings. The project website will be hosted on an independent domain, with links provided to the County website.

Deliverables: Project Website (with periodic content updates)

2.2 Stakeholder Outreach

The Engineer shall attend two regularly scheduled stakeholder meetings hosted by Broadwater County Development Corporation (BCDC), Missouri Valley Marketing (MVM), and the Chamber of Commerce. At each quarterly meeting, the Engineer shall provide an overview of the master planning process to date and request input. The Engineer shall also attend up to two additional regularly scheduled meetings hosted by other stakeholder groups to provide an overview of the Master Plan process.

The Engineer shall prepare and email an invitation to stakeholder representatives to participate in public open house meetings. Broadwater County shall assist in identifying stakeholders to be included in the stakeholder email list.

Deliverables: Stakeholder Meeting Attendance (up to 4) and Stakeholder Invitation Emails

2.3 Newsletter Content

The Engineer shall contribute content to Broadwater County's bi-monthly newsletter. The content shall entail brief updates on the Master Plan process and notifications of upcoming public involvement opportunities.

Deliverables: Bi-monthly Newsletter Content

2.4 Public Open House Meetings

The Engineer shall schedule, facilitate, and document two public open house meetings to share project information and request public and stakeholder input. The Engineer shall be responsible for selecting a date, reserving meeting space, preparing exhibits and handouts, and developing minutes documenting input received at each meeting. Comments from the open house meetings will be evaluated and considered prior to finalizing the Master Plan document.

Deliverables: Meeting Materials and Meeting Minutes/Log of Comments

3. Project Purpose and Needs/Objectives

The Engineer shall document the project purpose and develop a statement of needs and objectives based on information from existing documents; input from stakeholders, resource agencies, and the public; and the results of the existing and projected conditions analysis. The purpose, needs, and objectives will be used to evaluate project alternatives.

Deliverable: Statement of Project Purpose, Needs, and Objectives

4. Exiting and Projected Conditions

The Engineer shall collect, review, and evaluate information relating to existing and projected conditions of the project area. A baseline existing conditions evaluation was included with the *Framework Plan*. Previous user surveys and public input were used to help establish demand and needs for the area. Information from the *Framework Plan* will be incorporated and supplemented by data provided by Broadwater County, BOR, and other readily available sources. The Engineer shall also conduct a field review to visually review site conditions, collect photo documentation, and develop a qualitative description of site features. No materials testing, boundary survey, topographic survey, bathymetric survey, or other detailed investigations will be conducted for this effort.

Broadwater County and BOR shall provide all available data relating to infrastructure and amenity inventory and condition, visitor usage statistics, maintenance records, and other data relevant to the project.

Deliverable: Existing and Projected Conditions Memorandum

5. Environmental Considerations

The Engineer shall develop an Environmental Scan to document resources present, proposed avoidance areas, potential mitigation needs, and anticipated permitting requirements. The Scan will be based on publicly available information and will evaluate the physical, biological, and social and cultural environment of the area. The goal of the Scan is to aid in developing and evaluating improvement alternatives and identify areas of concern that would need to be addressed in a future BOR environmental assessment (EA) in compliance with the National Environmental Policy Act (NEPA) should a project advance from the plan. No wetland delineations, cultural resource surveys, or other detailed investigations will be conducted for the Scan effort. The following environmental considerations will be evaluated.

Physical Environment

- Geology
- Soils and Topography
- Water Resources
- Wetlands
- Floodplains
- Air Quality
- Climate Change

Biological Environment

- Vegetation
- Fish and Wildlife
- Threatened and Endangered Species and Species of Concern

Social and Cultural Environment

- Socioeconomics
- Land Use
- Recreation
- Visual Resources
- Heritage Resources

Deliverable: Environmental Scan Memorandum

6. Alternatives Evaluation

Using the Framework Plan as a starting point, the Engineer shall develop up to four site alternatives for consideration by Broadwater County and BOR. The alternatives will be screened against the project purpose, needs, and objectives and vetted through the public and stakeholder involvement process.

At a minimum, the alternatives will include consideration of the following elements:

- Transportation improvements
- Parking, access, and traffic flow
- Boat ramps
- Bay improvements (dredging, protection, and docks)
- Camping unit designs, types, and amenities
- Facility amenities (restrooms, gazebos, and common/group areas)
- Paths, trails, sidewalks, and ADA accommodations
- Landscape design concepts and vegetation
- Utilities (water, sewer, and storm)
- Dry Utilities (electrical, communications, lights, and gas)
- Permitting and environmental clearances

Deliverable: Alternatives Evaluation Memorandum

7. Cost Estimates and Financial Plan

To aid in the alternatives evaluation process, the Engineer shall prepare cost estimates for the alternatives. The Engineer shall use current bid tabulations from other similar projects to develop the estimates.

Deliverable: Cost Estimate Memorandum

8. Preferred Alternative

Following the screening process, the Engineer shall coordinate with Broadwater County and BOR to identify the preferred alternative. Following selection, the Engineer shall develop a schematic design showing the preferred improvements to the Silos Recreation Area and recommended phasing. The schematic design will be adequately detailed to gain Broadwater County and BOR review and approval, to meet future grant/other funding application requirements, and to establish the standards and references to be used in future design plans. Construction-ready drawings or specifications will not be prepared for the Master Plan Task Order.

Deliverable: Schematic Design of Preferred Alternative

9. Master Plan Development

The Engineer shall prepare the Master Plan, which will document and summarize all previously completed work. The Master Plan will contain a summary of the entire planning process, key findings, identified needs, alternatives evaluated, recommendations, and implementation/next steps. The report will be concise, graphical, and easy to understand. A draft document will be developed for public and agency review. Following the public and agency review period, the document will be finalized to address comments received.

Deliverables: Draft and Final Master Plan

ARTICLE 2. SCHEDULE

It is anticipated that those services listed above under Task Order Number One are to be completed during the time period from February 4, 2020, to January 31, 2021.

ARTICLE 3. COMPENSATION

A. BUDGET

The Engineering fees for services described under Article 1, Scope of Services, Part A, Master Plan Update, shall be the lump sum amount of **Ninety Thousand Dollars and Zero Cents (\$90,000.00)** as shown on the attached schedule of estimated costs.

B. PAYMENT SCHEDULE

Monthly payments for the Master Plan Task Order shall be made by the Owner to the Engineer, due upon receipt of invoices.

Interest charges will be assessed for late payment by the Owner. The Engineer relies on payments by the Owner when due to meet the Engineer's payroll and other costs of doing business. In the event that the Owner fails to make payment for services within five days after receipt of BOR reimbursement, the Owner hereby agrees to pay interest charges at the maximum rate of interest allowed by law on the unpaid balance or fraction thereof, when payment to the Engineer is delayed.

DATED this ____ day of February 2020.

BROADWATER COUNTY

By: _____

Title: _____

ROBERT PECCIA & ASSOCIATES, INC.

By:  _____

Rick Donaldson, P. E., Vice President