

**City of Centerville**  
312 East Maple St.  
PO Box 578  
Centerville, IA 52544  
(O) 641-437-4339  
(F) 641-437-1498  
(E) cityhall@centerville-ia.org



**Mike O'Connor, Mayor**  
Brad Brauman, Councilmember  
Ron Creagan, Councilmember  
Darrin Hamilton, Councilmember  
Ahna Kruzic, Councilmember  
Don Sherwood, Councilmember  
[www.centerville-ia.org](http://www.centerville-ia.org)

## **Regular Council Meeting Agenda of the City of Centerville Council**

**Monday, March 3, 2025, at 6:00 P.M.**

### **Centerville City Hall and Zoom Online Meeting**

To access this meeting via Zoom, please use the following link or dial-in information:

[zoom.us/join](https://zoom.us/join)

**Meeting ID: 772 014 7017      Password: JV8rPe**  
**Dial-in: (312) 626 - 6799      Meeting ID: 772 014 7017**

**Notice to the Public:** The Mayor and the City Council welcome you to the regular City Council meeting.

Public comments on agenda items may be submitted by email, mail, or by dropping a note through the drop box at City Hall before the City Council meeting. Time is allotted during the "Public Forum" and "Public Hearing" sections for public comments on general business and public hearing items. The Mayor may limit each speaker to five minutes.

The usual process for any agenda item is that the Mayor presents the item to the Council, the Council can comment on the issue or respond to public concerns, a motion is placed on the floor, and the vote is taken.

Using obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated. The presiding officer may bar offenders from further commenting and/or disconnecting from the meeting.

For those attending in person at Centerville City Hall, all attendees must be seated in a chair to ensure compliance with the fire code capacity for the City Council chambers. If the Council Chambers are at capacity, overflow attendees will be required to attend the meeting through one of the remote participation options.

### **1. Call to Order**

- a. Roll Call
- b. Pledge of Allegiance
- c. Approval of Agenda

2. **Public Forum:** Time is set aside for public comments on city business topics. This is an opportunity for audience members to bring any item to the Council's attention, including items listed on the Agenda. Due to Iowa Public Meeting laws, the Council cannot discuss business brought up during the Public Forum. Still, it may address the questions as part of the Council General Business discussion.

03-03-2025

Council Agendas and Minutes Available by following this QR Code



The Mayor will call for public comment for those wishing to comment during the meeting. Please state your name and address before making your comments. Public Forum speakers are limited to five minutes a piece, with the total time dedicated to the Public Forum being 30 minutes. Speakers may not cede their time to other speakers.

3. **Consent Agenda:** These items will be enacted by one motion without separate discussion unless a request is made before the Council votes on the motion. (Any item on the Consent Agenda may be removed for individual consideration.) Approval of Consent Agenda to include:
  - a. Approval of Minutes of February 17, 2025, Regular Council Meeting; February 17, 2025, Council Work Session
  - b. Approval of Committee/Board Minutes: Drake Public Library Board Meeting 2-12-2025
  - c. Approval of Beer/Liquor License(s): Majestic Theater Lounge LC0043179; Adams Bowl LC0038220
  - d. Approval of Res. 2025-4125 Authorizing Execution of Engineering Agreement with McClure (Consultant) for Professional Engineering Design and Bidding Services Regarding FAA Project Number 3-19-0013-018 (BIL-AIG) – 2025 (T-Hanger & T-Hanger Taxilane Project)
  - e. Approval of Res. 2025-4126 Authorizing the Execution of Geotechnical Analysis Agreement with Construction Materials Testing (CMT) for Professional Geotechnical Analysis Services Regarding FAA Project Number 3-19-0013-018 (BIL-AIG)-2025 (T-Hanger & T-Hanger Taxilane Project).
  - f. Approval of Res. 2025-4127 Authorizing the execution and submittal of BIL-AIG Grant for Centerville Municipal Airport Project 3-19-0013-018-(BIL-AIG)-2025 (T-Hanger & T-Hanger Taxilane Project).
  - g. Approval of Mayor’s Appointment of Tom Anders to the Planning and Zoning Commission with a term expiring July 1, 2028.
  - h. Wastewater Project Report – January 2025 – Strand
4. **Public Hearing**
  - a. None
5. **Discussion/Action Items/General Business/Old Business**
  - a. Approval of Bills
  - b. Departmental Reports
    - i. Police
    - ii. Fire
    - iii. Building Official
  - c. Approval of Res. 2025-4128 Appointing Kayla Moorman as City Clerk.
  - d. Approval of City Hall Solar Array Project.
6. **Adjourn** to 6:00 p.m. on Monday, March 17<sup>th</sup>, 2025, for the City Council’s Regular Meeting.

Jason Fraser  
City Administrator

Posted: 02-28-2025



---

# CITY OF CENTERVILLE

---

## REGULAR SESSION MEETING MINUTES

**February 17, 2025**

Mayor O'Connor called the meeting to order at 6:00 p.m.

Roll Call - Present: Brauman, Creagan, Hamilton, Kruzic, and Sherwood. Absent: None

Mayor O'Connor led the Pledge of Allegiance.

Hamilton moved, seconded by Kruzic, to approve the agenda as presented. Ayes: All. The motion carried.

No Public Forum comments were made.

Sherwood moved, seconded by Creagan, to approve the consent agenda as presented, which includes the following: Approval of Minutes of January 6, 2025, Regular Council Meeting; Approval of Committee/Board Minutes: Airport Commission Minutes January 13, 2025; Library Board Meeting January 15, 2025; Planning and Zoning Commission Meeting January 27, 2025; Approval of Res. 2025-4122 Certifying the Population of Recently Annexed Territory to the State Treasurer; Resignation of Matt Janssen from the Planning and Zoning Commission; FYI - Calendar Year 2025 Goals for the Historic Preservation Commission. Roll Call Vote As Follows: Ayes: Brauman, Creagan, Hamilton, Kruzic, and Sherwood. Nays: None. Motion carried.

Kruzic moved, seconded by Brauman, to open a public hearing on the Conveyance of Real Property at 620 N. 10th St -Moorman. 1rRoll call vote as follows: Ayes: Brauman, Creagan, Hamilton, Kruzic, and Sherwood. Nays: None. Motion carried.

No public comments were provided.

Sherwood moved, seconded by Hamilton, to close a public hearing on the Conveyance of Real Property at 620 N. 10th St -Moorman. Ayes: All. The motion carried.

Brauman moved, seconded by Sherwood, to approve the bills as presented. Ayes: All. Motion carried.

Creagan moved, seconded by Sherwood, to approve the January 2025 Financial Report. Ayes: All. The motion carried.

Departmental reports highlighting the activities of the City Administrator, Public Works Director, and Library Director were presented.

PACT Executive Director Delaney Evers provided the PACT Annual Tourism Report.

Sherwood moved, seconded by Creagan to approved Res. 2025-4123 Conveying Real Property at 620 N. 10th St - Moorman. Roll call vote as follows: Ayes: Brauman, Creagan, Hamilton, Kruzic, and Sherwood. Nays: None. Motion carried.

Hamilton moved, seconded by Kruzic to approve the first consideration of Ord. 1357 (numbering updated from agenda) Amending Section 8.46 (Nuisance Abatement) of the Centerville Municipal Code. Roll call vote as follows: Ayes: Brauman, Creagan, Hamilton, Kruzic, and Sherwood. Nays: None. Motion carried.

Sherwood moved, seconded by Creagan to suspend the rules and waive the 2nd and 3rd Considerations of Ord. 1357 Amending Section 8.46 (Nuisance Abatement) of the Centerville Municipal Code. Roll call vote as follows: Ayes: Creagan, Hamilton, Kruzic, and Sherwood. Nays: Brauman. Motion carried.

Sherwood moved, seconded by Creagan, to approve Ord. 1357 Amending Section 8.46 (Nuisance Abatement) of the Centerville Municipal Code. Roll call vote as follows: Ayes: Creagan, Hamilton, Kruzic, and Sherwood. Nays: Brauman. Motion carried.

Brauman moved, seconded by Hamilton to approve the job description and the posting of the Fire Chief position. Ayes: All. The motion carried.

Sherwood moved, seconded by Kruzic to approve the release of an RFP for banking services. Ayes: All. The motion carried.

City Administrator Fraser provided an update on the FY26 Annual Budget.

Kruzic moved, seconded by Hamilton, to approve Res. 2025-4124, setting the time and place for a public hearing on the FY26 Proposed Property Tax Levy. Roll call vote as follows: Ayes: Brauman, Creagan, Hamilton, Kruzic, and Sherwood. Nays: None. Motion carried.

Sherwood moved, seconded by Creagan, to adjourn at 7:00 p.m. until the regular council meeting on March 3rd, 2025. Ayes: All. Motion carried.

---

Jason Fraser, City Administrator

---

Mike O'Connor, Mayor

---

# CITY OF CENTERVILLE

---

## **COUNCIL WORK SESSION MEETING MINUTES February 17, 2025**

Mayor O'Connor called the meeting to order at 5:30 p.m.

Roll Call - Present: Brauman, Creagan, Hamilton, and Sherwood. Absent: Kruzic

Mayor O'Connor led the Pledge of Allegiance.

City Administrator Fraser presented the job description, timeline, and job posting for the hiring of the Chief's position for Centerville Fire Rescue.

Kruzic arrived at 5:36 pm.

The council requested additional data on possible staffing scenarios for Centerville Fire Rescue as part of future discussions on the FY26 budget.

Hamilton moved, seconded by Brauman, to adjourn at 5:51 p.m. until the regular council meeting at 6:00 pm February 17<sup>th</sup>, 2025. Ayes: All. Motion carried.

---

Jason Fraser, City Administrator

---

Mike O'Connor, Mayor

**Drake Public Library Board of Trustees**  
**Wednesday, February 12, 2025, 5PM via Zoom**  
**Regular Board Meeting Minutes**

**Call to Order:** Board President, Janell Armstrong called the meeting to order at 5:00 p.m.

**Board Members Present:** Michelle Moore, Nicole Cox, Janell Armstrong, Kris Hoffman, David Farrell, Mike Cockrum, Kathy Cridlebaugh and Dennis Beeson

**Board Members Absent:** Shelly Baldwin

**Library Staff Present:** Library Director JeNel Barth

**City Staff Present:** City Council Member Anna Kruzic

**Agenda Approval:** Approved as adjusted.

**Minutes Approval:** The Regular Board Meeting minutes for January 8, 2025, were approved as presented.

**Visitors/Public Comment:** None

**Approval of Bills:** Nicole Cox moved to approve the payment of bills, second Mike Cockrum, approved by all.

**Director's Report:** Library Director JeNel Barth that progress is being made on scheduling activities for the Summer Reading Program, Ashley Klein-Paisley from Kinetic Edge will be presenting a special adult program on Tuesday, February 18<sup>th</sup> at 6:30pm. The program will be an arthritis workshop. Adult programs are being researched including one that celebrates Jane Austen's 250<sup>th</sup> birthday.

**Report from the City:** Anna Kruzic reported that the City Council will be reviewing and voting on the FY26 Budget on Monday, February 17<sup>th</sup>.

**Report from Friends of DPL:** Next fundraiser will be Pie Day on March 14<sup>th</sup>. The Friends are looking for pie baker. Imagination Library continues to add children as others graduate.

**Report for the Drake Public Library Foundation:** The Foundation has increased its annual pledge to the library to assist in budgeting shortfalls due to recent legislative changes. A grant has been applied for to replace the railings on the front steps with a safer option.

**Reports from Standing Committees** (Executive, Budget and Finance, Governance, Building, Public Relations, Personnel):

**Budget and Finance:** The committee met several times with Jason Fraser to review the budget for FY26 and address the budget shortfall. Kris Hoffman implored all board members and all library supporters to contact legislators about HF 196 to re-establish the special library levy for public libraries which was eliminated in 2023.

**Building:** A solar company is doing a review of the library to determine if solar energy would be an option to assist in lowering energy costs.

**Old Business:** None

**New Business:**

**Policy Review: Emergency Closing Policy:** Michelle Moore moved to approve the updated policy, second Nicole Cox, approved by all.

**FY26 Budget:** Kris Hoffman moved to approve FY26 Budget as presented, second David Farrell, approved by all.

**Drake Public Library Board of Trustees**  
**Wednesday, February 12, 2025, 5PM via Zoom**  
**Regular Board Meeting Minutes**

**Agenda Items for Future Meetings:** None

**Upcoming Meeting:** Regular Board Meeting Tuesday, March 11, 2025, at 5 p.m. Note the updated date to accommodate board members attending the annual PACT banquet.

**Adjournment:** Meeting adjourned by President Janell Armstrong.

**RESOLUTION NO. 2025-4125**

**Resolution Authorizing the Execution of an Engineering Agreement with McClure (Consultant)  
for Professional Engineering Design and Bidding Services Regarding  
FAA Project Number 3-19-0013-018 (BIL-AIG) -2025  
(T-Hangar & T-Hangar Taxilanes Project)**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that the following resolution be adopted:

**WHEREAS**, the FY2025 T-Hangar and T-Hangar Taxilane project was included in the Centerville Airport Commission Airport Capital Improvement Program (ACIP) submitted to the Federal Aviation Administration (FAA) for proposed funding; and

**WHEREAS**, on August 20, 2024, the City received notice from the FAA that funding for the project is favorable and an Engineering Agreement should be developed; and

**WHEREAS**, McClure has submitted an Engineering Agreement in the amount of:  
The *Lump Sum Amount* for Design and Bidding Services is **\$99,900.00**

**WHEREAS**, the local match for engineering design and bidding services would be \$4,995.00, subject to release of federal funding.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Centerville, Iowa that the City Administrator is hereby authorized to execute the Engineering Agreement with McClure for professional design and bidding services for the T-Hangar and T-Hangar Taxilane project (AIP 3-19-0013-018-2025) at the Centerville Municipal Airport.

Passed and Approved this 3<sup>rd</sup> day of March, 2025.

CITY OF CENTERVILLE, IOWA

\_\_\_\_\_  
Mike O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Jason Fraser, City Administrator

**Fiscal Note:** The Sponsor is responsible for payment to the Consultant for design and bidding services not to exceed \$99,900.00. Upon, and subject to, the release of federal funding from FAA, the Sponsor will be reimbursed a total of 95% of the costs incurred for the project. Costs for construction of this project will be determined after bid letting and is not included as part of this grant.



RESOLUTION NO. 2025-4126

**Resolution Authorizing the Execution of Geotechnical Analysis Agreement with Construction Materials Testing (CMT) for Professional Geotechnical Analysis Services Regarding FAA Project Number 3-19-0013-018 (BIL-AIG) -2025 (T-Hangar & T-Hangar Taxilanes Project)**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that the following resolution be adopted:

**WHEREAS**, the FY2025 T-Hangar and T-Hangar Taxilane project was included in the Centerville Airport Commission Airport Capital Improvement Program (ACIP) submitted to the Federal Aviation Administration (FAA) for proposed funding; and

**WHEREAS**, on August 20, 2024, the City received notice from the FAA that funding for the project is favorable and an Engineering Agreement should be developed; and

**WHEREAS**, in addition to design and bidding services, geotechnical analysis services are required to determine existing and recommended soils conditions at the project site; and

**WHEREAS**, Construction Materials Testing (CMT) has submitted a Geotechnical Analysis Agreement in the amount of:

The *Lump Sum Amount* for Geotechnical Analysis Services is **\$8,885.00**

**WHEREAS**, the local match for geotechnical analysis services would be \$445.00, subject to release of federal funding.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Centerville, Iowa that the City Administrator is hereby authorized to execute the Geotechnical Analysis Agreement with CMT for geotechnical analysis services for the T-Hangar and T-Hangar Taxilane project (AIP 3-19-0013-018-2025) at the Centerville Municipal Airport.

Passed and Approved this 3<sup>rd</sup> day of March, 2025.

CITY OF CENTERVILLE, IOWA

\_\_\_\_\_  
Mike O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Jason Fraser, City Administrator

**Fiscal Note:** The Sponsor is responsible for payment to CMT for geotechnical analysis services not to exceed \$8,885.00. Upon, and subject to, the release of federal funding from FAA, the Sponsor will be reimbursed a total of 95% of the costs incurred for the project. Costs for construction of this project will be determined after bid letting and is not included as part of this grant.

**RESOLUTION NO. 2025-4127**

**Resolution Authorizing the Execution and Submittal of BIL-AIG Grant for  
Centerville Municipal Airport Project 3-19-0013-018-2025**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that the following resolution be adopted:

**WHEREAS**, the FY2025 t-hangar and t-hangar taxilane design and bidding services project was included in the Centerville Municipal Airport's Capital Improvement Program (ACIP) submitted to the Federal Aviation Administration (FAA) for proposed funding; and

**WHEREAS**, an engineering design and bidding services agreement and a proposal for geotechnical analysis have been approved for the project; and

**WHEREAS**, a Bipartisan Infrastructure Law – Airport Infrastructure Grant (BIL-AIG) application has been developed for reimbursement of up to 95% of said project costs; and

**WHEREAS**, the local match for engineering, geotechnical, and administrative services is estimated to be \$5,415.00, subject to approval of the BIL-AIG grant and release of federal funding.

**NOW, THEREFORE, BE IT RESOLVED**, by the Centerville (Iowa) City Council that the City Administrator is hereby authorized to execute and submit the BIL-AIG 3-19-0013-018 grant application for the FY2025 T-Hangar and T-Hangar Taxilane Project (Design and Bidding Only) at the Centerville Municipal Airport.

Passed and Approved this 3<sup>rd</sup> day of March, 2025.

CITY OF CENTERVILLE, IOWA

\_\_\_\_\_  
Mike O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Jason Fraser, City Administrator

**Fiscal Note:** Costs of services for engineering design/bidding services, geotechnical analysis, and administrative services are included in the grant application. Upon, and subject to, the approval of the grant agreement and the release of federal funding from FAA, the Sponsor will be reimbursed up to 95% of the costs incurred for these services. The 5% local Sponsor match for these services is estimated at \$5,415.

Project No.: 2023000611-000  
 Project Name: 6-Unit T-Hangar and Taxilanes/Aprons  
 Centerville Municipal Airport (TVK)  
 Project Manager: Dave L. Joens, P.E.

**AGREEMENT FOR ENGINEERING SERVICES  
 6-UNIT T-HANGAR AND TAXLANES/APRONS  
 CENTERVILLE MUNICIPAL AIRPORT  
 CITY OF CENTERVILLE, IOWA**

This made on the \_\_\_\_ day of \_\_\_\_\_, 2025, under the terms and conditions established in the **AGREEMENT**, by and between **McClure of Clive, Iowa** (herein referred to as "**Consultant**") and the **City of Centerville, IA** (hereinafter referred to as "**Owner**"). Services shall be performed per the fees, terms and conditions outlined in this Agreement. The **Consultant** shall provide engineering services at the request of the **Owner** which consists of the items listed below, located at the **Centerville Municipal Airport, (TVK)**

**PROJECT DESCRIPTION:**

**DESIGN AND BIDDING SERVICES  
 6-UNIT T-HANGAR AND TAXLANES/APRONS  
 FAA BIL-AIG: 3-19-0013-018-2025**

**CENTERVILLE MUNICIPAL AIRPORT, CITY OF CENTERVILLE, IOWA**

1. The **Owner** shall provide information, which shall set forth the **Owner's** objectives, schedule, constraints, budget with reasonable contingencies and other applicable criteria. (See Exhibit 'E' for **Owner's** responsibilities).
2. The **Consultant** shall provide the following services, including:

**Part I: Design and Bidding Services**

Item	Included	Not Included
<b>200. <u>Existing Conditions</u></b>		
1. Data Gathering/Inventory	X	
2. Existing Condition Drawings	X	
3. Storm Sewer Televising		X
4. Geographical Information Systems		X
5. Environmental Assessment		X
6. Airspace Obstruction Survey		X
<b>300. <u>Bipartisan Infrastructure Law - Airport Infrastructure Grant (BIL-AIG) Grant Administration</u></b>		
1. Prepare BIL-AIG Grant Application	X	
2. Prepare BIL-AIG Sponsor Certifications	X	
3. Prepare BIL-AIG Invoice Summary & assist Owner with monthly Reimbursement requests		X
4. Prepare BIL-AIG Sponsor Quarterly Performance Requests		X
5. Prepare BIL-AIG Financial Reports (SF-271 and SF-425 Forms)		X
6. Update 3-year DBE Program (FY25-FY27)	X	
7. DBE Administration (Firm eligibility, documentation, post award compliance, record of participation, and final certification)		X
8. Prepare Pavement Maintenance Program in accordance with FAA AC 150/5380-7B		
• Inventory of existing pavement conditions		X
• Compilation of current reports (network definition map, DOT pavement condition index report, recent geotechnical report)		X
• Preparation of Program Report (sections include General Information, Inspection Schedule, Pavement Inventory, Reports, Inspection Reports, Distress Identification Index, Economic Analysis/Network Priority Ranking, and Program Funding and		X
<b>400. <u>Preliminary Design</u></b>		
1. Conduct Project Kickoff Meeting via teleconference. Prepare agenda and distribute minutes.	X	
2. Confirm Scope, Extent and Character of the Project:		
• Final Design Criteria	X	
• Field Survey to Determine Existing Conditions	X	
• Pre-trip preparation	X	
• Post trip processing	X	
• Develop Construction Item List	X	
• Review Project Questions and Issues	X	
• Coordinate Building Layouts	X	
• Operation and Maintenance Concepts		X
• Utility Requirements	X	
• Project Limits Exhibit	X	
3. Preliminary/Conceptual Layout	X	
<b>435. <u>Soil Boring Coordination</u></b>		
1. Prepare Geotechnical Scope of Work and submit to Geotechnical Firm		X
2. Review Geotechnical Scope/Fee Proposal and coordinate contract approval with Owner		X
3. Coordinate field exploration with Owner	X	
4. Review Geotechnical Results and provide comments	X	

Item	Included	Not Included
<b>500. Final Design</b>		
<b>A. 30% Design Phase</b>		
1. Perform 30% Hangar Design		
• Prepare a preliminary listing of critical aircraft types and sizes to be accommodated by the proposed hangar	X	
• Prepare preliminary Hangar Foundation Typical Details and Slab Design	X	
• Develop preliminary Floor Plan and Eligibility of Building Spaces	X	
• Develop preliminary Building Elevation Plans	X	
• Develop preliminary Mechanical, Electrical System, and Architectural Requirements	X	
• Development preliminary Utility Requirements	X	
• Review preliminary Electrical System connection to hangar	X	
2. Perform 30% Taxilane Layout	X	
3. Prepare 30% Engineering Design Report	X	
4. Prepare 30% Drawings / Documents	X	
5. Prepare 30% "Opinion of Probable Construction Cost" and Project Budget.	X	
6. Perform 30% QA/QC by Senior Airport Engineer	X	
7. Conduct 30% Review Meeting via teleconference. Prepare agenda and distribute minutes	X	
8. Prepare Draft CSPP Document	X	
<b>B. 90% Design Phase</b>		
1. Formally Address FAA and Owner 30% Comments	X	
2. Perform 90% Hangar Design		
• Finalize listing of critical aircraft types and sizes to be accommodated by the proposed hangar	X	
• Finalize Hangar Foundation Typical Details and Slab Design	X	
• Finalize Floor Plan and Eligibility of Building Spaces	X	
• Finalize Building Elevation Plans	X	
• Finalize Mechanical, Electrical System, and Architectural Requirements	X	
• Finalize preliminary Utility Requirements	X	
• Finalize Taxilane geometrics	X	
• Analyze drainage requirements and need for drainage facilities	X	
• Provide assessment of existing conditions and Building Code requirements / potential variances	X	
• Finalize Hangar Foundation Typical Details and Slab Design	X	
• Finalize Floor Plan and Building Spaces	X	
• Finalize Building Elevation Plans	X	
• Finalize Electrical System connection to hangar with Service Provider	X	
• Prepare final Utility Requirements	X	
• Confirm final Building Code requirements and Approvals	X	
3. Prepare 90% Project Drawings in accordance with <b>Table 1</b>	X	
4. Prepare 90% Specifications in accordance with <b>Table 2</b>	X	
5. Prepare 90% Engineering Design Report (EDR)		
1.) General Scope of Project	X	
2.) Existing Pavement Conditions		X
3.) Existing Utilities in the Work Area	X	
4.) Fleet Mix		X
5.) Design Standards	X	
6.) Geometric Improvements	X	
7.) Geotechnical Investigation	X	
8.) Pavement Design (Taxilanes)	X	
9.) Pavement Marking	X	
10.) Drainage Design	X	
11.) Environmental Considerations	X	
12.) Airfield Lighting and Signage		X
13.) NAVAIDs		X
14.) Miscellaneous Work Items	X	
15.) Life Cycle Cost Analysis	X	
16.) Sponsor Requested Modifications to FAA Standards		X
17.) Delineation of AIP Non-Participating Work	X	
18.) Construction Safety and Phasing	X	
19.) Project Schedule	X	
20.) Engineers Estimate of Probable Construction Cost	X	
21.) Project Budget Summary	X	
22.) DBE Participation	X	
23.) Appendices	X	
6. Submit Modifications of Standards		X
7. Prepare 90% Detailed Construction Schedule	X	
8. Prepare 90% "Opinion of Probable Costs" and Project Budget	X	
9. Structural Department Review of Plans and Specs for Uniform Compliance regarding Codes, PEMB/Foundation Requirements, Etc.	X	
10. Perform 90% QA/QC by Senior Airport Engineer	X	
11. Furnish 90% Documents in accordance with <b>Table 3</b>	X	
12. Conduct 90% Review Meeting at Owner's Location. Prepare agenda and distribute minutes	X	
13. Conduct Field Review of 90% Project Drawings	X	
14. Prepare Final Construction Safety and Phasing Plan (CSPP) Document		
• Draft and Submit Final CSPP	X	
• Address FAA Final CSPP comments	X	
• Submit CSPP for Approval	X	

Item	Included	Not Included
<b>C. <u>Issued for Bid (IFB) Package (100% Phase)</u></b>		
1. Formally Address Owner / FAA 90% Comments	X	
2. Prepare IFB (100%) Drawings, Specifications, and Bid Documents	X	
3. Furnish IFB (100%) Documents	X	
<b>504. <u>Construction Permits</u></b>		
1. Erosion Control Plan/Permit <ul style="list-style-type: none"> <li>Apply for NPDES Permit from DNR (Owner will be operator listed on permit). Engineer will not be liable for fines arising from noncompliance with SWPPP. The Owner shall be the Permit holder and shall pay for all costs associated with permit.</li> <li>Prepare Storm Water Pollution Prevention Plan (SWPPP)</li> </ul>		X
2. Iowa DOT Right-of-Way Permit		X
3. City Permits		X
4. County Permits		X
5. Other Permits, including Army Corps of Engineers Section 404 Permit		X
6. File and submit FAA OE/AAA Case Study along with runway offset exhibits <ul style="list-style-type: none"> <li>FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) Form</li> </ul>	X	
<b>602. <u>Advertising, Bidding, Contract Award</u></b>		
1. Assist Owner in advertising for and obtaining bids	X	
2. Conduct Prebid Conference at Owner's Location (1 meeting). Prepare agenda and minutes.	X	
3. Provide Drawings, Specifications, and Bid Documents.	X	
4. Issue Addenda to interpret or clarify bid documents	X	
5. Respond to Bidders questions at discretion of Owner.	X	
6. Conduct Bid opening (online via QuestCDN) (1 Bid opening)	X	
7. Prepare Bid Tabulation	X	
8. Review Bidders quals, bids, and other documents. Make recommendation for award of contract.	X	
9. Distribute Executed Construction Contracts <ul style="list-style-type: none"> <li>Up to 3 Copies to Contractor</li> <li>2 Copies to Owner</li> <li>1 Copy to FAA</li> <li>1 Copy to Engineer</li> </ul>	X X X X	
<b>700. <u>Topographic Survey</u></b>		
1. Research existing survey control network system	X	
2. Establish bearings of centerlines	X	
3. Locate standard topographic features, within the survey limits	X	
4. Collect Cross Sections, every 50', within the project limits		X
5. Collect joint intersections on apron within the project limits	X	
6. Perform topographic survey in turf areas within the survey limits	X	
7. Process Survey Work into AutoCAD topographic base files	X	
<b>800. <u>Design-Only Grant Closeout</u></b>		
1. Sponsor Cover Letter	X	
2. Final Project Cost Summary for FAA Grant funding.	X	
3. Final SF-271 Form for the FAA Grant funding.	X	
4. Final SF-425 Form for the FAA Grant funding.	X	
5. Final Payment Invoices / Receipts / Invoice Summary	X	
<b>850. <u>Project Management and Coordination</u></b>		
1. Develop internal project management (PM) plan. Identify key personnel and designate responsibilities for PM plan implementation.	X	
2. Continual tracking of task completion and coordination of staff scheduling	X	
3. Continual Communication/Coordination with FAA, Owner and Airport (phone, email, letters) (assume 6 months)	X	
4. Provide updates on project schedule (assume 6 months) <ul style="list-style-type: none"> <li>Monthly correspondence with FAA Engineer</li> </ul>	X X	
5. Develop and maintain project schedule (assume 6 months)	X	
6. Provide monthly progress reports to Owner (assume 6 months)	X	
7. Maintain documentation of pertinent correspondence (email, letters, telephone logs)	X	
8. Prepare independent fee analysis package		X
9. Perform business and contract administration (assume 6 months)	X	
10. Conduct internal design review meetings (Assume 3-people at the following project milestones) <ul style="list-style-type: none"> <li>Preliminary Design Kickoff (1 meeting)</li> <li>Miscellaneous (1 virtual meeting for construction phasing/scheduling review, airport coordination)</li> </ul>	X X	
11. Coordination between subconsultants	X	



3. Payment to the **Consultant** shall be made on the following basis:

### Section 3.1: Basis of Compensation

#### Part I: Design and Bidding Services

- 3.1.1 For performing the Services identified within Part I, the **Owner** shall pay the **Consultant** a lump sum amount in accordance with the following:

Item	Description		
	100. Airport Master Planning and Reports	Lump Sum	\$
X	200. Existing Conditions	Lump Sum	\$ 1,200
X	300. BIL-AIG Grant Administration	Lump Sum	\$ 2,050
X	400. Preliminary Design	Lump Sum	\$ 5,320
X	435. Soil Boring Coordination	Lump Sum	\$ 810
X	500. Final Design	Lump Sum	\$
	A. 30% Design	Lump Sum	\$ 9,920
	B. 90% Design	Lump Sum	\$ 39,910
	C. Issued for Bid (100%)	Lump Sum	\$ 6,250
X	504. Construction Permits	Lump Sum	\$ 1,240
X	602. Advertise, Bidding, Contract Award	Lump Sum	\$ 11,750
X	700. Topographic Survey	Lump Sum	\$ 10,020
X	800. Design-Only Grant Closeout	Lump Sum	\$ 1,670
X	850. Project Management and Coordination	Lump Sum	\$ 9,760
	960. Subconsultants	Lump Sum	\$
		<b>Part I: Subtotal</b>	<b>99,900</b>

- 3.1.2 The lump sum includes compensation for the Services, Subconsultant costs, if any, and appropriate factors for labor, overhead, profit, and Reimbursable Expenses.

- 3.1.3 Although the **Consultant** recognizes and accepts the ordinary risks and/or benefits of a lump sum fee structure, the parties agree to negotiate an adjustment of the lump sum amount if there has been, or is to be, a material change in the:
- (a) scope, complexity or character of the Services or the Project
  - (b) conditions under which the Services are required to be performed; or
  - (c) duration of the Services, if a change in the Schedule warrants such adjustment in accordance with the terms of this Agreement.

### Section 3.2: Additional Services

- 3.2.1 Any services rendered by the **Consultant** beyond those described in the Scope of Services shall be compensated on a lump sum basis as set forth in Section 3.1. In the event additional services are required beyond the outlined scope in **Section 2**, the **Owner** shall compensate the **Consultant** on a time and materials basis, including an overhead rate of **195.99%** for all office principals and employees engaged directly in the services, plus **15%** fixed fee based on loaded labor costs, plus expenses for all costs associated with providing construction services beyond the respective contract length.
- 3.2.2 The **Consultant's** estimate of the amount that will become payable for Additional Services is only an estimate. If it becomes apparent that this estimated compensation amount will be exceeded, the **Consultant** and **Owner** shall mutually negotiate in writing to additional compensation exceeding said estimated amount.

### Section 3.3: Other Payment Provisions

- 3.3.1 Progress Payments: Payment to the **Consultant** shall be made on a monthly basis, within 30 days of invoice for work completed to date. Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded and shall include costs for attorney fees and other collection fees related to collecting fees for service. The amounts due for Additional Services will also be invoiced monthly.
- 3.3.2 Reimbursable Expense Definition: Reimbursable expenses include, but are not limited to, transportation, subsistence, reproduction of reports, drawings, specifications, and other Project documents, courier services, materials, supplies, equipment rental and other costs specific to the Project.

4. This Agreement represents the entire and integrated Agreement between the **OWNER** and the **CONSULTANT**.

		Included	Not Included
Exhibit 'A'	Consultant Terms and Conditions Standard Agreement	X	
Exhibit 'B'	Hourly Rate Schedule		X
Exhibit 'C'	Detail Scope of Work / Table 1 - Drawings / Table 2 - Specifications / Table 3 - Deliverables	X	
Exhibit 'D'	Subconsultant (s) Contract		X
Exhibit 'E'	Owner's Responsibilities to Consultant	X	
Exhibit 'F'	Duties and Responsibilities of Resident Project Representative (RPR)		X
Exhibit 'G'	Project Exhibit	X	
Exhibit 'H'	Preliminary Opinion of Probable Cost	X	
Exhibit 'I'	Federal Contract Provisions	X	
Exhibit 'J'	Estimated Cost of Consultant Services	X	

**SPECIAL INSTRUCTIONS:**

Scope of Geotechnical Services shown in Section 960. Geotechnical services to be contracted directly with Sponsor and not included in this task order.

**OWNER: City of Centerville**  
Centerville, Iowa

**ENGINEER: McClure**  
Clive, Iowa

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Name: Dave L. Joens, P.E.

Title: Project Manager



**McCLURE ENGINEERING COMPANY**  
**CONSULTANT STANDARD TERMS AND CONDITIONS**  
(Effective 1/1/2024 through 12/31/2024)



- 1.0 ACCESS TO SITE:** The **Consultant** shall at all times have access to the Project site.
- 2.0 INFORMATION PROVIDED BY OTHERS:** The **Consultant** shall be entitled to rely upon the accuracy and completeness of data provided by the **Owner** and shall not assume liability for such data. The **Consultant** does not practice law, insurance or financing, therefore, the **Owner** shall furnish all legal, accounting and insurance counseling services as may be necessary to protect themselves at any time during the Project. **Owner** shall hold **Consultant** harmless from damages that may arise as a result of inaccuracies of information or data supplied by **Owner** or others to **Consultant**.
- 3.0 OWNERSHIP AND REUSE OF DOCUMENTS:** All documents are instruments of service, and **Consultant** shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the **Consultant**) whether or not the Project is completed.
- 3.1 **Owner** may make and retain copies of documents for information and reference in connection with the use of the documents on the Project. **Consultant** grants **Owner** a limited license to use the documents on the Project, extensions of the Project, and for related uses of the **Owner**, subject to receipt by **Consultant** of full payment due and owing for all services relating to preparation of the documents, and subject to the following limitations: (1) **Owner** acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by **Consultant**, or for use or reuse by **Owner** or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by **Consultant**; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by **Consultant**, as appropriate for the specific purpose intended, will be at **Owner's** sole risk and without liability or legal exposure to **Consultant** or to its officers, directors, members, partners, agents, employees, and **Consultants**; (3) **Owner** shall indemnify and hold harmless **Consultant** and its officers, directors, members, partners, agents, employees, and **Consultants** from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by **Consultant**; and (4) such limited license to **Owner** shall not create any rights in third parties.
- 3.2 If **Consultant** at **Owner's** request verifies the suitability of the documents, completes them, or adapts them for extensions of the Project or for any other purpose, then **Owner** shall compensate **Consultant** at an amount agreed upon by **Owner** and **Consultant**.
- 4.0 UNDERGROUND UTILITIES:** Due to the nature and uncertainty of the accuracy of data available for underground utilities, including drainage tile, and/or any information that may be supplied by the **Owner**, third parties, and/or research performed by the **Consultant** or its subcontractors, the **Owner** agrees to indemnify and hold harmless the **Consultant** for all claims, losses, costs and damages arising out of the location of underground utilities provided by the **Consultant** under this Agreement.
- 4.1 The **Owner** may choose to contract separately to have extensive investigations and research conducted if the **Owner** feels it necessary to have more accurate location of underground utilities confirmed.
- 5.0 SUBSURFACE CONDITIONS:** The **Consultant** may advise the **Owner** to conduct soil and/or subsurface testing and analysis to provide information to the **Owner**, **Consultant**, and contractor(s) as to the subsurface conditions that may generally be encountered during subsurface construction.
- 5.1 The **Consultant** cannot warrant or guarantee that the information provided is reflective of all subsurface conditions that may be encountered, or to the extent that subsurface conditions such as soil properties, groundwater, rock, etc., may vary from location to location throughout subsurface construction.
- 5.2 Any unexpected change or unforeseen subsurface conditions (including those that may be caused by weather conditions) will be addressed when encountered and may result in a change in construction price and/or schedule, and the **Consultant** shall be held harmless from issues arising out of these unseen subsurface conditions.
- 6.0 HAZARDOUS MATERIALS – INDEMNIFICATION:** The **Consultant** is not in the business of making environmental site assessments for purposes of determining the presence of any toxic, hazardous or other environmental damaging substances. The purpose of this provision is to be certain that the **Owner** is aware of the potential liability if toxic, hazardous or environmental damaging substances are found on or under the property. **Consultant** makes no representations regarding an environmental site assessment, relies upon **Owner** to have fully investigated the need and/or scope of such assessment and assumes no responsibility for the determination to make an environmental site assessment on the subject property.
- 7.0 OPINIONS OF PROBABLE COST:** **Consultant's** opinions (if any) of probable construction costs are to be made on the basis of **Consultant's** experience, qualifications, and general familiarity with the construction industry. However, because **Consultant** has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, **Consultant** cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from opinions of probable construction cost prepared by **Consultant**. If **Owner** requires greater assurance as to probable construction cost, then **Owner** agrees to obtain an independent, third-party cost estimate.
- 8.0 PROJECT FUNDING AND FINANCING:** It shall be the responsibility of the **Owner** to plan, organize, and secure funding to pay all costs associated with the project. The funding may include local financing and/or funding obtained through federal or state funding programs such as low interest loans, grants, etc. If the **Consultant** is retained to help apply and/or secure funding from internal or external funding agencies, the **Consultant** shall not be responsible for the acquisition of funding and makes no guarantee funding applications prepared by the **Consultant** will successfully secure funds.
- 8.1 If the **Owner** secures outside funding from any such programs, while the **Consultant** may be retained to help monitor and submit pay requests for loan or grant draws from the respective agencies, the **Consultant** shall not be responsible for the **Owner's** obligation to comply with any criteria required to use the funds, including responsibility for any funding match required by the **Owner**.
- 9.0 ADDITIONAL SERVICES:** It is not unusual for the **Owner** to request the **Consultant** to provide additional services or that additional work may be required to deal with a contractor during construction that was not foreseen at the time the original scope of work was agreed to when the **Consultant** contract was signed. The **Owner** recognizes the **Consultant** shall be entitled to additional compensation to coordinate such changes and schedules shall be adjusted accordingly. The **Consultant** may prepare drawings, specifications and other documents required to address the changes in the scope of work as necessary to satisfactorily complete the project.
- 10.0 BETTERMENT:** If the **Consultant** failed to include a component(s), or if during construction it is discovered a component(s) is required that was not in the **Consultant's** original plans or specifications, and that the component(s) is necessary to complete a satisfactory project, the **Consultant** shall not be responsible for paying the cost required to add such component(s) to the extent that such component(s) would have been required and included in the original construction documents.
- 10.1 In no event shall the **Consultant** be responsible for any cost or expense that provides betterment or that upgrades or enhances the value of the **Owner's** project if the component should have originally been included in the construction drawings and/or specifications.

**11.0 SHOP DRAWING REVIEW:** If, as part of this Agreement **Consultant** reviews contractor submittals, such as shop drawings, product data, samples and other data, as required by **Consultant**, these reviews and approvals shall be only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the contractor. **Consultant** shall not be responsible for any deviations from the contract documents not brought to the attention of **Consultant** in writing by the contractor. **Consultant** shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

**12.0 CONSTRUCTION OBSERVATION:** If, as part of this Agreement, **Consultant** is providing construction observation services, **Consultant** shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractor's or subconsultant's work and to determine if the work is proceeding in general accordance with the Contract Documents. The **Consultant** is not a contractor and shall not at any time supervise, direct, control, or have authority over any of the contractor's and/or subconsultant's work.

12.1 **Consultant** shall not have authority over or be responsible for the means, methods, techniques, sequences, schedule, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for the security or safety at the site, nor for any failure of a contractor to comply with laws and regulations applicable to that contractor's furnishing and performing of its work.

12.2 **Consultant** shall not be responsible for the acts or omissions of any contractor

12.3 **Consultant** neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the construction contract documents.

12.4 **Consultant** shall not be responsible for any decision made regarding the construction contract documents, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by the **Consultant** or its **Consultants**.

12.5 Unless otherwise specified in this Agreement, the **Owner** has not retained the **Consultant** to make detailed inspections or to provide exhaustive or continuous project review and observation services.

**13.0 DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:** If **Consultant** is not retained for construction observation and/or on-site resident observation services, **Consultant** shall have no design, shop drawing review, or other obligations during construction, and **Owner** assumes all responsibility for the application and interpretation of construction contract documents, review and response to contractor claims, construction contract administration, processing of change orders and submittals, revisions to the construction contract documents during construction, construction observation and review, review of contractor's payment applications, and all other necessary construction phase administrative, engineering, surveying and professional services. **Owner** waives all claims against the **Consultant** that may be connected in any way to construction phase administrative, engineering, surveying or professional services.

**14.0 MEDIA REPRESENTATIONS:** The **Consultant** shall have the right to include photographic or artistic representations of the design of the Project among the **Consultant's** promotional and professional materials. The **Consultant** shall be given reasonable access to the completed Project to make such representations. However, the **Consultant's** materials shall not include the **Owner's** confidential or proprietary information. The **Owner** shall provide professional credit for the **Consultant** in the **Owner's** promotional materials for the Project. Notwithstanding anything to the contrary in the present agreement, the Parties' obligations outlined in this clause shall survive the termination of this Agreement for an indefinite term.

**15.0 TERMINATION:** This Agreement may be terminated by either party upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of the Agreement through no fault of the party initiating the termination. This Agreement may be terminated by the **Owner** upon not less than seven days' written notice to the **Consultant** in the event the Project is permanently abandoned.

15.1 Failure of the **Owner** to make payments to the **Consultant** in accordance with the Agreement shall be considered substantial non-performance and cause for termination. If the **Owner** fails to make payment when due the **Consultant** for services, the **Consultant** may,

upon seven days' written notice to the **Owner**, suspend performance of services under this Agreement. Unless payment in full is received by the **Consultant** within seven days of the date of the notice, the suspension shall take effect without further notice.

15.2 In the event of a suspension of services, the **Consultant** shall have no liability to the **Owner** for delay or damage caused the **Owner** because of such suspension of services. In the event of termination not the fault of the **Consultant**, the **Consultant** shall be compensated for services performed prior to termination and all termination expenses. Termination expenses are in addition to compensation for Basic and Additional Services, and include expenses which are directly attributable to termination.

**16.0 DISPUTE RESOLUTION:** Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to mediation unless each of the parties mutually agrees otherwise. No mediation arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the **Owner**, **Consultant**, and any other person or entity sought to be joined. In no event shall the demand for mediation be made after the date when the institution of legal or equitable proceedings based upon such claim would be barred by the applicable statute of limitations. The award rendered in the mediation shall be non-binding.

**17.0 LIMITATION OF LIABILITY:** The **Consultant's** liability shall be limited to \$50,000.00 or the fee for the work performed, whichever is greater, or as specifically agreed to by separate agreement.

**18.0 STANDARD OF CARE:** In providing services under this Agreement, the **Consultant** shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

**19.0 PAYMENT:** Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded and shall include costs for attorney fees and other collection fees related to collecting fees for service.

**20.0 LIEN RIGHTS:** **Consultant** retains all rights to mechanic's or design professional lien rights through the completion of the obligations of this agreement at the sole judgment of the **Consultant**.

**21.0 WAIVERS:** The **Owner** and the **Consultant** waive all rights against each other and against the contractors, **Consultants**, agents and employees of the other for damages, but only to the extent covered by property insurance during construction. The **Owner** and **Consultant** each shall require similar waivers from their contractors, **Consultants** and agents.

**22.0 ASSIGNMENT:** The **Owner** and **Consultant**, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither **Owner** nor **Consultant** shall assign this Agreement without the written consent of the other.

**23.0 GOVERNING LAW:** Unless otherwise provided, the Agreement shall be governed by the laws of the State of Iowa.

**24.0 COMPLETE AGREEMENT:** This Agreement represents the entire and integrated agreement between the **Owner** and **Consultant** and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both **Owner** and **Consultant**. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the **Owner** or **Consultant**.

## EXHIBIT C

### McCLURE ENGINEERING COMPANY

DETAILED SCOPE OF WORK / TABLE 1 / TABLE 2 / TABLE 3  
TVK: 6-UNIT T-HANGARS AND TAXLANES/APRONS



INTENTIONALLY LEFT BLANK

**McCLURE ENGINEERING COMPANY**

DETAILED SCOPE OF WORK / TABLE 1 / TABLE 2 / TABLE 3  
6-UNIT T-HANGAR AND ASSOCIATED TAXILANES

**BACKGROUND:**

The proposed project involves the construction of a modern, nested T-hangar at the Centerville Municipal Airport, designed to enhance the airport's capacity and meet growing demand for aircraft storage. The scope includes site preparation, foundation work, and the erection of a pre-engineered metal building hangar capable of accommodating multiple aircraft types in a shared, compact layout. Additionally, the project will include upgrades to utility connections, taxilanes, and adjacent apron areas to ensure seamless integration with existing airport infrastructure. The initiative aims to support local aviation needs, promote economic development, and attract additional aviation activity to the region. Exact siting and sizes will be analyzed further at the time of design to meet FAA AIP requirements, State Fire Marshal standards, current building codes (NFPA 409, etc.), all Federal, State, and local requirements, and existing conditions.

**PROJECT ASSUMPTIONS:**

The following assumptions have been established for the design and bidding phase services:

1. The proposed general project limits are illustrated in **Exhibit G**.
2. At this time, the proposed project includes a base bid for utilities extensions and construction of one (1) nested six-unit T-hangar building approximately 58-ft by 168-ft.
3. The project also includes the adjacent taxilane and hangar opening approach pavements.
4. The Sponsor anticipates pursuing Iowa DOT funding to cover a potential federal funding deficiency.
5. The construction shall be funded in part by grants received from the FAA as follows:
  - a. FAA Bipartisan Infrastructure Law – Airport Infrastructure Grant (BIL-AIG)
  - b. FAA Airport Improvement Program (AIP) Grant
6. The total preliminary opinion of probable construction cost for the proposed project is estimated at \$1.07M.
7. Design phase services will be separated into the following major components:
  - a. Preliminary Design (Project Kickoff, Confirm Scope)
  - b. Final Design (90% completion)
  - c. Issued for Bid (IFB) Package (100% completion)
8. The construction of the proposed improvements is assumed to be completed either Fall 2026 or Spring 2027, pending release of FAA funding and awarded contractor's selection.

**Part I: Engineering Design Bidding Services****Task 100. Airport Master Planning and Reports**

(Not Included)

**Task 200. Existing Conditions**

1. Data Gathering and Inventory
  - a. Research records of ownership, utility service providers, authorities having jurisdiction, and others
2. Existing Condition Drawings
  - a. Obtain Record Drawings for projects within the immediate vicinity or those having potential impacts on the proposed project

**Task 300. FAA Grant Administration**

1. FAA Bipartisan Infrastructure Law – Airport Infrastructure Grant (BIL-AIG) grant administration:
  - a. Prepare Grant Application(s) - BIL-AIG and AIP
  - b. Prepare Sponsor Certifications

- ~~c. Prepare Invoice Summary & assist Owner with monthly Reimbursement requests (for all open grants)~~
- ~~d. Prepare Sponsor Quarterly Performance Reports (for all open grants)~~
- ~~e. Prepare Financial Reports (for all open grants)~~
- 2. Update 3-year DBE Program (FY26-FY28)
  - a. Previous DBE program has expired, so an update is proposed as part of this project.

#### **Task 400. Preliminary Design**

- 1. Conduct Project Kickoff Charette Meeting with the **Owner**. Conduct Project Kickoff (attended by PM & Sr. Airport Engineer).
  - a. Prepare Project Kickoff Meeting Agenda and distribute to participants.
  - b. Conduct a design kickoff charette meeting virtually or in person at the Airport to finalize the project scope, design criteria, schedule and goals with the Owner and Engineer. The Engineer will provide written minutes of the meeting and distribute to all attendees within seven (7) working days of the meeting. Assume 2 - people shall participate in meeting (Project Manager and Sr. Airport Engineer).
- 2. Confirm Scope, Extent, and Character of the Project:
  - a. Final Design Criteria. Establish design criteria in accordance with FAA standard Advisory Circulars and/or supplemental specifications, as required.
  - b. Field Survey to Determine Existing Conditions. Assume 2 - people (Project Manager and Sr. Airport Engineer) to visit site to assess existing conditions. If inspection within the AOA is necessary, the inspection team will use handheld radios to monitor the common traffic advisory frequency while the apron is active. As aircraft taxi on the apron, the inspection team will exit the safety area immediately.
    - i. Pre-trip preparation
    - ii. Post-trip processing will be completed downloading photographs and filing documentation
  - c. Develop Construction Item List which is a list used to determine which construction specifications will be required for the project.
  - d. Review Project Questions and Issues
  - e. Coordinate Building Layouts with the FAA, Sponsor, and the Subconsultant(s)
  - ~~f. Operations and Maintenance Concepts including landside building access points, airside building access points, pedestrian/pilot building traffic flow patterns, etc. Not included~~
  - g. Utility Requirements. Establish requirements and determine if any adjustments are deemed necessary, suitable/safe locations for above-ground utility facilities (electrical transformer, gas meter, etc.).
  - h. Project Limits Exhibits. Develop and finalize proposed project limits.
- 3. Prepare Preliminary "Opinion of Probable Costs" and Project Budget based on preliminary design.

#### **Task 435: Soil Boring Coordination**

- ~~1. Prepare Geotechnical Scope of Work and submit to Geotechnical Firm Not included~~
  - ~~a. Develop scope of proposed services Not included~~
  - ~~b. Develop boring location exhibit Not included~~
- ~~2. Review Geotechnical Scope/Fee Proposal and coordinate contract approval with Owner. Not included~~
- 3. Coordinate field exploration with Owner/Airport Manager.

4. Review Geotechnical Report and provide comments. Incorporate into appropriate documents (project specifications, Engineering Design Report, etc.).

#### **Task 500: Final Design**

##### **A. 30% Design Phase**

1. Perform 30% hangar design as follows:
  - Prepare a preliminary listing of critical aircraft types and sizes to be accommodated by the proposed hangar
  - Prepare preliminary Hangar Foundation Typical Details and Slab Design
  - Develop preliminary Floor Plan and Eligibility of Building Spaces
  - Develop preliminary Building Elevation Plans
  - Develop preliminary Mechanical, Electrical System, and Architectural Requirements
  - Development preliminary Utility Requirements
  - Review preliminary Electrical System connection to hangar
2. Perform 30% taxiway/taxilane layout connections from t-hangar to terminal apron.
3. Perform 30% Engineering Design Report (EDR), including associated appendices.
4. Perform 30% drawings and documents.
5. Prepare 30% opinion of probable construction costs and project budget.
6. Perform 30% QA/QC by Senior Airport Engineer.
7. Conduct 30% Review Meeting with the Sponsor via teleconference. Prepare and distribute meeting minutes.
8. Prepare draft Construction Safety and Phasing Plan (CSPP) document.

##### **B. 90% Design Phase**

This phase will consist of the development of 90% bid documents. The bid package will include an advanced level of design that builds from the confirmed scope and design completed in preliminary design. 90% design documents routinely entail the completion of construction details, final quantities, quality control checking for all construction work items less final review comments from the Owner.

1. Formally address FAA and Sponsor 30% comments and make appropriate revisions to documents.
2. Perform 90% Hangar design elements as follows:
  - Finalize listing of critical aircraft types and sizes to be accommodated by the proposed box hangar.
  - Finalize Hangar Foundation and Slab Design.
  - Finalize Floor Plan and Eligibility of Building Spaces.
  - Finalize Building Elevation Plans.
  - Finalize Mechanical, Electrical System, and Architectural Requirements.
  - Finalize Utility Requirements.
  - Finalize taxilane geometrics.
  - Analyze drainage requirements between hangar units and impacts to adjacent hangars or facilities.
  - Provide assessment of existing conditions and Building Code requirements / potential variances.
  - Finalize the Hangar Foundation and Slab Design.
  - Finalize the hangar building floor plan and final building spaces.
  - Finalize the hangar building elevation plan.
  - Finalize electrical system connection to hangar with Service Provider.
  - Prepare final utility requirements.
  - Confirm final the building code requirements and approvals.
3. Prepare 90% Project Drawings
  - a. The Engineer shall prepare 90% plans in accordance with **Table 1**.
4. Prepare 90% Specifications
  - a. The Engineer shall prepare 90% specifications in accordance with **Table 2**.
5. Prepare 90% Engineering Design Report



- The Engineer shall prepare 90% EDR in accordance with the approved FAA format. Due to the scope of project, some sections of the EDR as required by the FAA's AIP Sponsor Guide Section 920 will be significantly cut back or not applicable. A summary of the sections contained in the EDR follows:

i. General Scope of Project	
ii. <del>Existing Pavement Conditions</del>	<i>Not Included</i>
iii. Existing Utilities in the Work Area	
iv. <del>Fleet Mix</del>	<i>Not Included</i>
v. Design Standards	
vi. Geometric Improvements	
vii. Geotechnical Investigation	
viii. Taxilane Pavement Design	
ix. Pavement Marking	
x. Drainage Design	
xi. Environmental Considerations	
xii. <del>Airfield Lighting and Signage</del>	<i>Not Included</i>
xiii. <del>NAVAIDS</del>	<i>Not Included</i>
xiv. Miscellaneous Work Items	
xv. Life Cycle Cost Analysis	
xvi. <del>Sponsor Requested Modifications to FAA Standards</del>	<i>Not Included</i>
xvii. Delineation of AIP Non-Participating Work	
xviii. Construction Safety and Phasing	
xix. Project Schedule	
xx. Engineers Estimate of Probable Construction Cost	
xxi. Project Budget Summary	
xxii. DBE Participation	
xxiii. Appendices	

~~6. Submit Modifications of Standards~~ *Not Included*

- ~~The Engineer will develop and submit to the FAA any modifications to standards (MOS) for the project as needed. Approval from the FAA will be required prior to proceeding with proposed modifications.~~

7. Prepare Detailed Construction Schedule

- Prepare a detailed construction schedule to determine the construction contract schedule. Key construction items will be analyzed to determine an approximate critical path.

8. Prepare 90% Engineer's Opinion of Probable Construction Cost / Budget Validation

- A 90% Engineer's Opinion of Probable Construction Cost will be prepared which accompanies the submittal. The estimate will be based on final quantities. The estimate will be used to compare and validate the current project budget.

9. Perform Structural Review of Plans and Specs

- Structural Engineer shall perform an internal quality control review of the 90% structural design plans and specifications. Perform analysis to foundation and structural design is sufficient. It is assumed this effort will require **ten (10) hours** by a Senior Airport Engineer.

10. Perform 90% Quality Control by Senior Airport Engineer

- An internal quality control review by a Senior Airport Engineer will be conducted on the 90% design plans, specifications, and Engineer's Opinion of Probable Construction Cost, and Engineering Design Report prior to submittal to the Owner. It is assumed this effort will require **sixteen (16) hours** by a Senior Airport Engineer.
- Address Quality Control comments revising the 90% plans, specifications, Opinion of Probable Construction Cost, and Project Budget.

11. Furnish 90% Documents

- Engineer shall submit and distribute 90% plans, specifications, Engineer's Opinion of Probable Construction Cost, and Project Budget to the Owner for review, comment, and approval. Copies will be distributed as detailed in **Table 3**.

12. Conduct 90% Final Review Meeting

- The Engineer shall coordinate and conduct one (1) meeting with the Owner to review the 90% plans, Engineer's Opinion of Probable Construction Cost, and Project Budget. (assume 2-people (Project Manager & Sr. Airport Engineer) shall attend meeting).



13. Conduct Field Review of 90% Project Drawings

- The Engineer shall hold a field review meeting with the project delivery team (up to 3 people) to discuss key items and design components, including (but not limited to) construction safety and access, traffic control, drainage design, existing conditions. The field review will determine the completion of the plan design, identify revisions that are needed, and confirm noted questions and issues as logged throughout the 90% design phase. Necessary revisions shall be noted for incorporation in issued for bid package.

14. Prepare Final CSPP Document

- Prepare Preliminary CSPP in accordance with AC 150/5370-2, *Operational Safety on Airports During Construction*
- Include 90% Construction Safety and Phasing Plans
- Submit Final CSPP to FAA and Owner
- Address FAA comments on Final CSPP submitted and re-submit for approval

**C. Issued for Bid (IFB) Package (completed to 100%)**

This phase will consist of the development of final bidding documents for the proposed project. It will be the final level of design from the submittal made as part of the 90% Design Phase incorporating all Owner comments.

1. Formally Address FAA and Owner 90% Comments

- a. The Engineer shall review all comments received from the FAA and the Owner from the 90% design submittal review and incorporate applicable comments into plans, specifications, Engineer's Opinion of Probable Construction Cost, and Project Budget.

2. Prepare Issued for Bid (IFB) Drawings, Specifications, and Bid Documents

- a. The Engineer shall prepare IFB plans and specifications in accordance with **Table 1** and **Table 2**.

3. Furnish Issued for Bid (100%) Submittal

- a. This task consists of the assembly of the documents for the final Issued for Bid submittal to the Owner. Deliverables will also be submitted electronically. Copies will be distributed as detailed in **Table 3**.

**Task 504: Construction Permits**

6. File and submit FAA OE/AAA Case Study with Runway Offset Exhibits

- a. For temporary construction items (such as the contractor's staging area, access road, and equipment) and permanent facilities, the Engineer shall prepare and submit FAA 7460-1 forms electronically through the FAA's OE/AAA website. The FAA shall conduct an aeronautical study of the temporary and permanent points. The Engineer shall coordinate these points with FAA prior to submission.

**Task 602: Advertising, Bidding, Contract Award**

1. Assist Owner in advertising for and obtaining bids from prospective Contractors.

- a. Prepare Advertisement
- b. Publish Notice of Letting and Public hearing in accordance with Iowa Code
- c. Maintain Plan holder's List

2. Conduct Pre-Bid Conference.

- a. Prepare meeting agenda and distribute to participants
- b. The Engineer shall coordinate and conduct a pre-bid conference at the Owner's location. (2-people shall attend meeting; Project Manager and Sr. Airport Engineer).
- c. Provide written minutes of the meeting and distribute to all attendees within seven (7) working days of the meeting.

3. Provide Drawings, Specifications, and Bid Documents

- a. Prepare and provide Issued for Bid (IFB) contract documents for use by Plan Holding Houses (Plan Rooms) and potential bidders. The Engineer shall distribute IFB documents in accordance with **Table 3**.

4. Prepare/Issue addenda to interpret or clarify bid documents

- a. The Engineer shall prepare all required addenda to revise plans, specifications, and other contract documents in order to (1) provide clarifications, (2) correct discrepancies, or (3) add necessary details or contract alterations.

5. Respond to bidders' questions at the discretion of the Owner
  - a. Coordinate and review pre-bid submittals from Bidders with Owner
  - b. Respond to bidder questions and publish written answers to all plan holders at the discretion of the Owner.
6. Conduct bid opening online via QuestCDN (1 opening).
7. Prepare bid tabulation
  - a. The Engineer shall develop tabulation of all bids received within three (3) working days.
8. Review bidders' qualifications.
  - a. Provide evaluation of checking for correctness, qualifications of apparent low bidder, DBE participation goals, etc.
  - b. Make recommendations of award of contract based on bids.
9. Present bids and make recommendation of award of contract in person at Owner's location (2-people shall attend meeting; Project Manager and Sr. Airport Engineer)
10. Distribute executed construction contracts (via email)
  - a. 2 copies for Contractor
  - b. 2 copies for Owner
  - c. 1 copy for the FAA

#### **Task 700. Topographic Survey**

1. Research existing survey control network system
2. Establish bearings of centerlines as shown in **Exhibit 'G'**
  - a. T-Hangar Taxilanes
3. Locate standard topographic features within survey limits in **Exhibit 'G'**
4. Collect joint intersections on the taxilanes in areas adjacent to project limits
5. Perform topographic survey in turf areas as shown in **Exhibit 'G'**
6. Process survey work into AutoCAD topographic base files

Survey shall be completed using Horizontal Control with NAD 83 State Plane Coordinates and Vertical Control tied to NAVD 88 datums. Primary Airport Control Station (PACS) shall be used for control (if available). See <http://www.ngs.noaa.gov/cgi-bin/airports.pr1> for information.

- Set a minimum of three (3) control points (5/8"x18" Rebar)
- Traverse and Run Level Loop to verify project control network

#### **Task 800. Design-Only Grant Closeout**

1. Draft Sponsor cover letter confirming compliance, all required reports have been submitted, and all financial obligations have been met. Document to be reviewed and executed by Sponsor.
2. Prepare final cost summary including all eligible and noneligible costs incurred on the project.
3. Prepare Form SF-271, Outlay Report and Request for Reimbursement. Document expenditures made throughout the project, reimbursements received, remaining balances, and certification from the Sponsor.
4. Prepare Form SF-425, Federal Financial Report. Document federal funds authorized, federal share of expenditures, Sponsor share of expenditures, and certification from the Sponsor.
5. Prepare and document final payment invoices, receipts, invoice summaries, and other pertinent grant information.

#### **Task 850. Project Management and Coordination**

1. Develop internal project management (PM) plan. Identify key personnel and designate responsibilities for PM plan implementation and execution.
2. Continual track of task completion and coordination of staff scheduling.

3. Continual Coordination with Owner, FAA, and Iowa DOT (assume 12 months).
  - a. This task consists of the continual coordination with Owner and FAA staff, as required, keeping team members fully informed of developments and decisions that are made concerning the project.
  - b. The majority of this communication will be made by and through the Project Manager and Project Engineer.
4. Continual coordination with Owner and FAA (assume 12 months).
  - a. Monthly correspondence with FAA Engineer.
5. Develop and Maintain Project Schedule (assume 12 months).
6. Provide Monthly Progress Reports to Owner and FAA (assume 12 months).
7. Maintain Documentation of Pertinent Correspondence made by Email, Memos, Letters, Telephone etc.
- ~~8. Prepare independent fee estimate. ————— Not Included.~~
9. Perform Business and Contract Administration (assume 12 months).
10. Conduct internal design review meetings (3-people prior to 90% submittal).
  - a. Preliminary Design Kickoff (1 meeting).
  - b. Miscellaneous (1 meeting held virtually for construction phasing/scheduling review, airport coordination).
11. Coordination between subconsultants.
  - a. KEDBluestone (MEP Services).

#### **Task 960: Subconsultants**

1. The Sponsor shall utilize a subconsultant for Geotechnical Analysis Services (performed by Construction Materials Testing, Inc.) under separate contract. The geotechnical scope shall be as follows:
  - a. Perform Field Exploratory Program
    - i. Conduct field exploration during regular weekday working hours.
    - ii. Provide a table listing all soil borings and locations.
    - iii. Perform continuous sampling below surface with alternating split spoon and shelly tube samples at a minimum 10' depth.
    - iv. Collect groundwater information during drilling, at end of drilling, and 24 after drilling (prior to backfilling).
    - v. Backfill soil borings with auger cuttings.
  - b. Perform Laboratory Testing
    - i. Particle Size Analysis (ASTM D422).
    - ii. Moisture Content (ASTM D2216)
    - iii. LL, PL, and PI (ASTM D4318)
    - iv. Modified Proctor (ASTM D1557)
    - v. California Bearing Ratio (ASTM D1883)
    - vi. Swell Testing (ASTM 427)
  - c. Deliverables
    - i. Prepare and Submit one (1) PDF Draft Geotechnical Report to include:
      - a) Discussion of Field and Laboratory Procedures
      - b) Exhibit depicting Boring Locations
      - c) Recommended Frost Depth
      - d) Recommended Geotextile Fabric/Geogrid, if required
      - e) Recommended Subgrade Stabilization, if required
    - ii. Prepare and Submit one (1) PDF Final Geotechnical Report after addressing Draft Report comments.

**Table 1. Estimated Project Drawings**

Sheet Title	# Sheets	30%	90%	IFB
Cover Sheet	1	X	X	X
Index of Plan Sheets and Estimated Quantities	1	X	X	X
Engineer's Reference Notes	1		X	X
General Legend and Abbreviations	1	X	X	X
General Airport Notes	1	X	X	X
Project Layout Plan	1	X	X	X
Geometric Layout and Survey Control Plan	1	X	X	X
Safety and Phasing Plans	1	X	X	X
Safety Details	1		X	X
Existing Conditions	1	X	X	X
Demolition Plans	1		X	X
Grading and Drainage Plans	1	X	X	X
Erosion Control Details	1		X	X
Utility Plan	1		X	X
Utility Details	1		X	X
Typical Pavement Sections	1		X	X
Taxilane Plan and Profile	1	X	X	X
Pavement Elevation Plans	1		X	X
Pavement Joint Layout and Geometric Plans	1		X	X
Pavement Details	1		X	X
Code Review and Plan	2		X	X
Proposed Hangar Plan	1	X	X	X
Proposed Hangar Foundation Plan	1		X	X
Hangar Joint Layout Plan	1		X	X
Building Elevation Plan	1	X	X	X
Hangar Room and Door Finish Schedules and Details	2		X	X
Hangar Electrical Cover Sheet and Legend	1		X	X
Hangar Electrical Lighting and Power Plan	1		X	X
Panelboard and Miscellaneous Electrical Details	1		X	X
Hangar Electrical Schedules	1		X	X
<b>Total</b>	<b>32</b>	<b>12</b>	<b>32</b>	<b>32</b>

**Table 2. Estimated Specifications**

<b>Front End Specifications</b>	
Cover	
Engineering Seals	
Table of Contents	
Notice of Public Hearing and Letting	
Instruction to Bidders	
DBE Commitment / TSB Requirements	
Bid Bond	
Contract/Performance Bond/Payment Bond/Identity of Subcontractors	
Notice of Award/Notice to Proceed/Acceptance	
Insurance Requirements	
Pay Estimate/Change Order/Release by Claimants	
General Provisions	
General Notes/Project Meetings/Construction Progress Schedules	
<b>Technical Specifications</b>	
C-105: Mobilization	
P-101: Surface Preparation/Removals	
P-152: Excavation and Embankment	
P-156: Cement Treated Subgrade (or similar)	
Iowa DOT 2115: Modified Subbase (or similar)	
Iowa DOT 2301: Portland Cement Concrete Pavement	
Iowa DOT 2402: Excavation of Structures	
Iowa DOT 2403: Structural Concrete	
Iowa DOT 2404: Reinforcement	
Iowa DOT 2405: Foundation and Substructures	
Iowa DOT 4010: Sanitary Sewers, Storm Sewer, Pipe Culverts, Cleaning, Inspection, and Testing of Sewers	
Iowa DOT 4151: Steel Reinforcement	
Iowa DOT 5010: Pipe and Fittings, Valves and Hydrants, Testing and Disinfection	
Iowa DOT 6010: Structures for Sanitary and Storm Sewer	
P-605: Joint Sealing Filler	
D-701: Pipe for Storm Drains	
D-705: Pipe Underdrains	
D-751: Manholes, Catch Basins, Inlets	
T-901: Seeding	
T-905: Topsoiling	
T-908: Mulching	
01510: Temporary Utilities	
05500: Metal Fabrication	
07200: Insulation	
07920: Joint Sealants	
08120: Steel Doors & Frames	
08700: Hardware	
08800: Glazing	
13122: Pre-Engineered Metal Building	

Continued Estimated Specifications	
16010: General	
16111: Conduits and Fittings	
16120: Conductors and Connectors	
16130: Electrical Boxes	
16140: Wiring Devices	
16170: Motor and Circuit Disconnects	
16190: Support Devices	
16195: Electrical Equipment Identification	
16450: Grounding	
16470: Electrical Panel Boards	
16475: Low Voltage Overcurrent Protective Devices	
16480: Motor Wiring	
16510: Lighting	
16580: Low Voltage Lighting Control System	
16960: Testing Electrical System	
Appendix	
Geotechnical Investigation	

**Table 3. Deliverables**

	90% Submittal			IFB (100%) Submittal		
	Plans		Spec Book	Plans		Spec. Book
	Full	Half		Full	Half	
Owner		2	2		2	2
Engineer		2	2		2	2
Subconsultant		1	1		1	1
FAA (via email)		*	*		*	*
Plan Houses*					*	*
Bidders					6	6
<b>Total</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>11</b>	<b>11</b>

\* For submittals to FAA and plan houses, a PDF file will be provided for plans and specs.

INTENTIONALLY LEFT BLANK

### McCLURE ENGINEERING COMPANY OWNER'S RESPONSIBILITIES



**OWNER** shall do the following in a timely manner so as not to delay the services of the **CONSULTANT**:

1. Designate in writing a person to act, as **OWNER'S** representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define **OWNER'S** policies and decisions with respect to **CONSULTANT'S** services for the Project.
2. Provide all criteria and full information as to **OWNER'S** requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all design and construction standards, which **OWNER** will require to be included in the drawings and specifications.
3. Assist **CONSULTANT** by placing at **CONSULTANT'S** disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
4. Arrange for access to make all provisions for **CONSULTANT** to enter upon public and private property as required for **CONSULTANT** to perform services under this Agreement.
5. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by **CONSULTANT**, obtain advice of an attorney, insurance counselor and other consultants as **OWNER** deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of **CONSULTANT**.
6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
7. Attend the prebid conference, bid opening, preconstruction conferences, construction progress and other job related meetings and substantial completion inspection and final payment inspection.
8. Give prompt written notice to **CONSULTANT** whenever **OWNER** observes or otherwise becomes aware of any development that affects the scope or timing of **CONSULTANT'S** services, or any defect or non-conformance in the work of any Contractor.
9. Arrange for financing and pay for services as agreed to in this Agreement.



## EXHIBIT E

### McCLURE ENGINEERING COMPANY OWNER'S RESPONSIBILITIES



## EXHIBIT G

### McCLURE ENGINEERING COMPANY

PROJECT EXHIBIT

TVK: 6-UNIT T-HANGARS AND TAXLANES/APRONS



INTENTIONALLY LEFT BLANK



INTENTIONALLY LEFT BLANK

## EXHIBIT H

### **McCLURE ENGINEERING COMPANY**

ENGINEER'S OPINION OF PROBABLE COSTS

TVK: 6-UNIT T-HANGARS AND TAXLANES/APRONS



INTENTIONALLY LEFT BLANK

OPINION OF PROBABLE PROJECT COST

**PROJECT:** Six-Unit Tee Hangar and Taxilanes/Aprons

**AIRPORT** Centerville Municipal Airport (TVK)

**DATE:** November 2023

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	COST/UNIT	COST
C-102-5.1	Install and Remove Silt Fence	300	LF	\$ 5.00	\$1,500
C-105	Mobilization (Maximum 10%)	1	LS	\$ 76,300.00	\$76,300
EST. REF.	Construction Survey	1	LS	\$ 2,500.00	\$2,500
P-152-5.1	Unclassified Excavation	800	CY	\$ 12.00	\$9,600
P-154-5.1	6" Subbase Course	3,200	SY	\$ 14.00	\$44,800
P-501-8.1	6" PCC Pavement	3,000	SY	\$ 72.00	\$216,000
T-901-5.1	Seeding and Fertilizing	0.5	AC	\$ 2,500.00	\$1,250
T-905-5.1	Topsoil - Strip, Stockpile, and Respread	400	CY	\$ 12.00	\$4,800
T-908-5.1	Mulching	0.5	AC	\$ 2,500.00	\$1,250
EST. REF.	Electrical Service Connection to Hangar	1	LS	\$ 5,000.00	\$5,000
EST. REF.	6-Unit Tee Hangar, Complete	1	LS	\$ 520,000.00	\$520,000
<b>TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST</b>					<b>\$883,000</b>
GEOTECHNICAL INVESTIGATION					\$4,500
TOPOGRAPHIC SURVEY					\$6,500
DESIGN PHASE ENGINEERING					\$72,500
BIDDING SERVICES					\$8,500
CONSTRUCTION SERVICES					\$70,500
SPONSOR ADMINISTRATION					\$500
QA MATERIAL TESTING (EST.)					\$4,000
FAA INSTRUMENT APPROACH PROCEDURE DEVELOPMENT					N/A
FAA FLIGHT INSPECTION					N/A
<b>TOTAL ESTIMATE OF PROBABLE PROJECT COST</b>					<b>\$1,050,000</b>

NOTES:

Construction of an 6-unit tee hangar (pre-engineered metal building) with bi-fold doors, no interior partitions, minimal insulation, etc. Also, construction of associated paving (taxilanes, approaches, and subbase).



INTENTIONALLY LEFT BLANK

## EXHIBIT I

### McCLURE ENGINEERING COMPANY

FEDERAL CONTRACT PROVISIONS

TVK: 6-UNIT T-HANGARS AND TAXLANES/APRONS



INTENTIONALLY LEFT BLANK

# FEDERAL CONTRACT PROVISIONS FOR A/E AGREEMENTS

ALL REFERENCES MADE HEREIN TO “CONTRACTOR”, “PRIME CONTRACTOR”,  
“BIDDER”, “OFFEROR”, AND “APPLICANT” SHALL PERTAIN TO THE  
ARCHITECT/ENGINEER (A/E).

ALL REFERENCES MADE HEREIN TO “SUBCONTRACTOR”, “SUB-TIER CONTRACTOR”  
OR “LOWER TIER CONTRACTOR” SHALL PERTAIN TO ANY SUBCONSULTANT UNDER  
CONTRACT WITH THE A/E.

ALL REFERENCES MADE HEREIN TO “SPONSOR” AND “OWNER” SHALL PERTAIN TO  
THE STATE, CITY, AIRPORT AUTHORITY OR OTHER PUBLIC ENTITY EXECUTING  
CONTRACTS WITH THE A/E.

## PROVISIONS APPLICABLE TO ALL CONTRACTS

ACCESS TO RECORDS AND REPORTS.....	3
CIVIL RIGHTS – GENERAL.....	3
CIVIL RIGHTS – TITLE VI ASSURANCES.....	3
PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.....	6
FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE).....	6
OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 .....	6
RIGHT TO INVENTIONS.....	6
SEISMIC SAFETY.....	7
TAX DELINQUENCY AND FELONY CONVICTIONS .....	7
TRADE RESTRICTION CERTIFICATION .....	7
VETERAN’S PREFERENCE .....	8

## PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$10,000

DISTRACTED DRIVING .....	9
EQUAL EMPLOYMENT OPPORTUNITY (EEO).....	9
PROHIBITION OF SEGREGATED FACILITIES .....	10
TERMINATION OF CONTRACT .....	11

**PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$25,000**

DEBARMENT AND SUSPENSION.....	12
-------------------------------	----

**PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$100,000**

CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS.....	13
LOBBYING AND INFLUENCING FEDERAL EMPLOYEES.....	14

**PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$150,000**

CLEAN AIR AND WATER POLLUTION CONTROL .....	15
---	----

**PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$250,000**

BREACH OF CONTRACT TERMS .....	15
DISADVANTAGED BUSINESS ENTERPRISE .....	15

## **PROVISIONS APPLICABLE TO ALL CONTRACTS**

### **ACCESS TO RECORDS AND REPORTS**

Reference: 2 CFR § 200.334  
2 CFR § 200.337  
FAA Order 5100.38

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### **CIVIL RIGHTS – GENERAL**

Reference: 49 USC § 47123

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

### **CIVIL RIGHTS – TITLE VI ASSURANCES**

Reference: 49 USC § 47123  
FAA Order 1400.11

#### **Title VI Solicitation Notice**

The Sponsor, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

#### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, *et seq.*).

*Nondiscrimination Requirements / Title VI Clauses for Compliance*

**Compliance with Nondiscrimination Requirements:**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be

amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.



## **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Reference: 2 CFR § 200, Appendix II(K)  
2 CFR § 200.216

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

## **FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

Reference: 29 USC § 201, et seq  
2 CFR § 200.430

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

Reference: 20 CFR Part 1910

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **RIGHT TO INVENTIONS**

Reference: 2 CFR Part 200, Appendix II(F)  
37 CFR Part 401

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within 37 CFR § 401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental, or research work.

## **SEISMIC SAFETY**

Reference: 49 CFR Part 41

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a “certification of compliance” that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

## **TAX DELINQUENCY AND FELONY CONVICTIONS**

Reference: Section 8113 of the Consolidated Appropriations Act, 2022 (Public Law 117-103) and similar provisions in subsequent appropriations acts  
DOT Order 4200.6 – Appropriations Act Requirements for Procurement and Non-Procurement Regarding Tax Delinquency and Felony Convictions

The Contractor certifies:

- 1) It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability. A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) It is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months. A felony conviction is a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 USC § 3559.

The Contractor agrees to incorporate the above certification in all lower tier subcontracts.

## **TRADE RESTRICTION CERTIFICATION**

Reference: 49 USC § 50104  
49 CFR Part 30

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror:

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and

- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

#### **VETERAN'S PREFERENCE**

Reference: 49 USC § 47112(c)

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$10,000**

### **DISTRACTED DRIVING**

Reference: Executive Order 13513  
DOT Order 3902.10

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$10,000 that involve driving a motor vehicle in performance of work activities associated with the project.

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

Reference: 2 CFR Part 200, Appendix II(C)  
41 CFR § 60-1.4  
41 CFR § 60-4.3  
Executive Order 11246

#### **Equal Opportunity Clause**

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in

response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

- (4) The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under this section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The Contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### **PROHIBITION OF SEGREGATED FACILITIES**

Reference: 2 CFR Part 200, Appendix II(C)  
41 CFR Part 60-1

- (a) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Employment Opportunity clause in this contract.
- (b) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees that are segregated by explicit directive or are in fact

segregated on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

- (c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Employment Opportunity clause of this contract.

## **TERMINATION OF CONTRACT**

Reference: 2 CFR Part 200, Appendix II(B)  
FAA Advisory Circular 150/5370-10, Section 80-09

### *Termination for Convenience (Professional Services)*

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

### *Termination for Cause (Professional Services)*

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party seven (7) days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

- a) **Termination by Owner:** The Owner may terminate this Agreement for cause in whole or in part, for the failure of the Consultant to:
1. Perform the services within the time specified in this contract or by Owner approved extension;
  2. Make adequate progress so as to endanger satisfactory performance of the Project; or
  3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant

must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

b) **Termination by Consultant:** The Consultant may terminate this Agreement for cause in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
3. Suspends the project for more than one hundred eighty (180) days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Consultant is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

#### **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$25,000**

##### **DEBARMENT AND SUSPENSION**

Reference: 2 CFR Part 180 (Subpart B)  
2 CFR Part 200, Appendix II(H)  
2 CFR Part 1200  
DOT Order 4200.5  
Executive Orders 12549 and 12689

##### **Certification of Offeror/Bidder Regarding Debarment**

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.



### Certification of Lower Tier Contractors Regarding Debarment

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must confirm each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally-assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

### **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$100,000**

#### **CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS**

Reference: 2 CFR Part 200, Appendix II(E)  
2 CFR § 5.5(b)  
40 USC § 3702  
40 USC § 3704

##### **1. Overtime Requirements.**

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

##### **2. Violation; Liability for Unpaid Wages; Liquidated Damages.**

In the event of any violation of the clause set forth in paragraph (1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this clause, in the sum of \$29 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.

##### **3. Withholding for Unpaid Wages and Liquidated Damages.**

The Federal Aviation Administration (FAA) or the Owner shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any



such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this clause.

#### 4. Subcontractors.

The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

### **LOBBYING AND INFLUENCING FEDERAL EMPLOYEES**

Reference: 31 USC § 1352 – Byrd Anti-Lobbying Amendment  
2 CFR Part 200, Appendix II(I)  
49 CFR Part 20, Appendix A

#### *Certification Regarding Lobbying*

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$150,000**

### **CLEAN AIR AND WATER POLLUTION CONTROL**

References: 2 CFR Part 200, Appendix II(G)  
42 USC § 7401, et seq  
33 USC § 1251, et seq

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

The Contractor must include this requirement in all subcontracts that exceed \$150,000.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$250,000**

### **BREACH OF CONTRACT TERMS**

Reference: 2 CFR § 200 Appendix II(A)

Any violation or breach of terms of this contract on the part of the Contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Contractor written notice that describes the nature of the breach and corrective actions the Contractor must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Contractor must correct the breach. Owner may proceed with termination of the contract if the Contractor fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### **DISADVANTAGED BUSINESS ENTERPRISE**

Reference: 49 CFR Part 26

#### **Solicitation Language (Solicitations that include a Contract Goal)**

##### **Bid Information Submitted as a matter of *responsiveness*:**

The Owner's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR § 26.53.

As a condition of responsiveness, the Bidder or Offeror must submit the following information with its proposal on the forms provided herein:

- 1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;

- 2) A description of the work that each DBE firm will perform;
- 3) The dollar amount of the participation of each DBE firm listed under (1);
- 4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Owner's project goal;
- 5) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment; and
- 6) If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26. The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract.

**Bid Information submitted as a matter of bidder responsibility:**

The Owner's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR § 26.53.

As a condition of responsibility, every Bidder or Offeror must submit the following information on the forms provided herein within five days after bid opening.

- 1) The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- 2) A description of the work that each DBE firm will perform;
- 3) The dollar amount of the participation of each DBE firm listed under (1);
- 4) Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Owner's project goal;
- 5) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment; and
- 6) If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26. The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract.

**Solicitation Language (Race/Gender Neutral Means)**

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Owner to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

**Prime Contracts (Contracts Covered by a DBE Program)**

**Contract Assurance (49 CFR § 26.13)**

The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may

result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

Prompt Payment (49 CFR § 26.29)

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) calendar days from the receipt of each payment the prime contractor receives from Owner. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Owner. This clause applies to both DBE and non-DBE subcontractors.

Termination of DBE Subcontracts (49 CFR § 26.53(f))

The prime contractor must not terminate a DBE subcontractor listed in response to the above *Solicitation Language (Solicitations that include a Contract Goal)* section (or an approved substitute DBE firm) without prior written consent of Owner. This includes, but is not limited to, instances in which the prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

The prime contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains written consent from the Owner. Unless the Owner's consent is provided, the prime contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

The Owner may provide such written consent only if the Owner agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the circumstances listed in 49 CFR §26.53.

Before transmitting to the Owner its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to the Owner, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise the Owner and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why the Owner should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), the Owner may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to preaward deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

*This Page Intentionally Left Blank*

## EXHIBIT J

### McCLURE ENGINEERING COMPANY

ESTIMATED COST OF CONSULTANT SERVICES  
CONSTRUCT NESTED T-HANGAR



INTENTIONALLY LEFT BLANK

**Exhibit J**  
**DESIGN AND BIDDING SERVICES**  
**CONSTRUCT T-HANGAR AND ASSOCIATED TAXILANES/APRONS**  
**CENTERVILLE MUNICIPAL AIRPORT, CENTERVILLE, IOWA**

**Part I: Design and Bidding Services**

**1. Direct Salary Costs**

Title	Hours	% Total	Hourly Rate*	Cost
Principal in Charge	13.0	2.2%	\$ 84.30	\$ 1,095.90
Project Manager II	105.0	17.8%	\$ 71.80	\$ 7,539.00
Staff Engineer	190.0	32.2%	\$ 44.90	\$ 8,531.00
Senior Airport Engineer	39.0	6.6%	\$ 61.24	\$ 2,388.36
Engineering Technician II	117.0	19.8%	\$ 35.46	\$ 4,148.82
Project Coordinator	84.0	14.2%	\$ 32.24	\$ 2,708.16
Survey Crew Chief/PLS	12.0	2.0%	\$ 53.08	\$ 636.96
Survey Crew (2-Person)	30.0	5.1%	\$ 62.45	\$ 1,873.50
<i>*Hourly, not Loaded Rate</i>		Weighted Average Rate = \$ 49.02		

Total Hours 590      **Direct Salary Cost**      \$ 28,921.70

Total Number of Sheets Anticipated 34  
Average Hours per Plan Sheet 17.4

Percentage of Direct Salary Costs 195.99%      **In-Direct Salary Cost**      \$ 56,683.64

Effective Multiplier 3.40      **Total Salary & OH Cost**      \$ 85,605.34

Percent of Salary Cost 15.00%      **Profit**      \$ 12,840.80

**2. Total Labor, Overhead, and Fixed Payment**      **Total Labor Cost**      **\$ 98,446.14**

**3. Direct Expenses**

Printing 8.5 x 11	2,370	pages	\$ 0.10	\$ 237.00
Printing 11 x 17	1,370	pages	\$ 0.20	\$ 274.00
Reports	6	reports	\$ 50.00	\$ 300.00
Postage/Shipping	4	mailings	\$ 20.00	\$ 80.00
Vehicle Mileage	660	miles	\$ 0.670	\$ 442.20
Rental Car	0	days	\$ 100.00	\$ -
Lodging	0	nights	\$ 96.00	\$ -
Meals	12	meals	\$ 10.00	\$ 120.00
<b>Total Expenses</b>				<b><u>\$ 1,454.00</u></b>

**4. Subconsultant Costs**

1. CMT      Role: Geotechnical Analysis      \$ -  
To be contracted separately with Sponsor

**Total Subconsultant Costs**      \$ -

Items 2, 3, plus 4      \$ 99,900.14

**5. Total Costs (Part I)**      **ROUNDED**      **\$ 99,900.00**



INTENTIONALLY LEFT BLANK

# Application for Federal Assistance SF-424

\*1. Type of Submission:

☐ Preapplication

☒ Application

☐ Changed/Corrected Application

\*2. Type of Application

☒ New

☐ Continuation

☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

3-19-0013-018 BIL-AIG

\*5b. Federal Award Identifier:

## State Use Only:

6. Date Received by State:

7. State Application Identifier:

## 8. APPLICANT INFORMATION:

\*a. Legal Name: City of Centerville, Iowa

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

42-6004350

\*c. UEI:

PKH6QA1UJMD3

## d. Address:

\*Street 1: 312 East Maple Street

Street 2:

\*City: Centerville

County/Parish: Appanoose

\*State: Province: IA

\*Country: USA

\*Zip / Postal Code 52544-0240

## e. Organizational Unit:

Department Name:

Division Name:

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. ☐ \*First Name: Jason

Middle Name:

\*Last Name: Fraser

Suffix:

Title: City Administrator

Organizational Affiliation:

City of Centerville, Iowa

\*Telephone Number: (641) 437-4339

Fax Number:

\*Email: cityadmin@centerville-ia.org

**Application for Federal Assistance SF-424****\*9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

\*Other (Specify)

**\*10. Name of Federal Agency:**

Federal Aviation Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Bipartisan Infrastructure Law - Airport Infrastructure Grant

**\*12. Funding Opportunity Number:**

Not Applicable

\*Title:

Not Applicable

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Appanoose County, Centerville, Iowa

**\*15. Descriptive Title of Applicant's Project:**

Design and Bidding of T-Hangar and T-Hangar Taxilanes

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant: IA-003

\*b. Program/Project: IA-003

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 06/01/2025

\*b. End Date: 07/01/2026

**18. Estimated Funding (\$):**

*a. Federal	\$ 103,820
*b. Applicant	\$ 5,465
*c. State	\$ 0
*d. Local	\$ 0
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 109,285

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**☐ Yes ☒ No

If "Yes", explain:

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr.  \*First Name: Jason

Middle Name: \_\_\_\_\_

\*Last Name: Fraser

Suffix: \_\_\_\_\_

\*Title: City Administrator

\*Telephone Number: (641) 437-4339

Fax Number:

\* Email: cityadmin@centerville-ia.org

\*Signature of Authorized Representative:

068

\*Date Signed:

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	
<input type="checkbox"/> The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> The project is included in another Federal Assistance program. Its CFDA number is below.	
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
<input type="checkbox"/> Negotiated Rate equal to _____ % as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII).	
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

There is no change in usage of land adjacent to the Airport. In addition, a City of Centerville zoning ordinance is in place for the airport.

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

The Sponsor is NOT in default.

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

Not Applicable

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

Not Applicable

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

No exclusive rights have been granted.

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

Parcel 2 as depicted on the Exhibit A Property Map dated 2/3/2021 and prepared under AIP Grant Number 3-19-0013-010-2018 is incorporated herein by reference.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

Not Applicable

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

Not Applicable

---

<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.



## PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL	
1. Assistance Listing Number:	20-106
2. Functional or Other Breakout:	Bipartisan Infrastructure Law - Airport Infrastructure Grant

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 500
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			99,900
5. Other Architectural engineering fees			8,885
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. <b>Subtotal</b> (Lines 1 through 13)			\$ 109,285
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			109,285
17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.)			
18. <b>Subtotal</b> (Lines 16 through 17)			\$ 109,285
19. Federal Share requested of Line 18			103,820
20. Grantee share			5,465
21. Other shares			
22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)			\$ 109,285

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	5,465
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. <b>TOTAL - Grantee share</b>	\$ 5,465
25. Other Shares	Amount
a. State	
b. Other	
c. <b>TOTAL - Other Shares</b>	
<b>26. TOTAL NON-FEDERAL FINANCING</b>	<b>\$ 5,465</b>

SECTION E – REMARKS (Attach sheets if additional space is required)
The following documents are incorporated by reference: Exhibit A dated February 3, 2021.

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

<b>PROJECT:</b>
<b>AIRPORT:</b>
<b>1. Objective:</b> This Grant will provide engineering design and bidding services, administrative services, and geotechnical services for the t-hangar and t-hangar taxilane project at the Centerville Municipal Airport.
<b>2. Benefits Anticipated:</b> The Grant will allow for the construction of safe and secure aeronautical storage facilities at the Centerville Municipal Airport.
<b>3. Approach:</b> (See approved Scope of Work in Final Application) Work performed under this contract shall include all labor, permits, materials, machinery, tools, supplies, and equipment to faithfully perform all required operations to design and bid the project in accordance with current FAA Advisory Circulars. The plans, specifications, EDR, and CSPP will be developed. The project will be bid in March of 2026 with award of contract anticipated for July of 2026 under separate Grant(s). Design and bidding Grant Closeout is anticipated in August of 2026. Construction and CA Services are anticipated under AIP and BIL-AIG Grants available in July of 2026.
<b>4. Geographic Location:</b> Centerville Municipal Airport 20320 545 Street Centerville, Iowa 52544
<b>5. If Applicable, Provide Additional Information:</b>
<b>6. Sponsor's Representative:</b> (include address & telephone number) Mr. Jason Fraser - City Administrator 312 East Maple Street, Centerville, Iowa 52544 (641) 437-4339; cityadmin@centerville-ia.org

---

## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

---

Sponsor: City of Centerville, Iowa

Airport: Centerville Municipal Airport (TVK)

Project Number: BIL-AIG 3-19-0013-018

Description of Work: Design and Bidding of T-Hangar and T-Hangar Taxilanes

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).  
☒ Yes   ☐ No   ☐ N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2).☒ Yes   ☐ No   ☐ N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).  
☒ Yes   ☐ No   ☐ N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).  
☒ Yes ☐ No ☐ N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).  
☒ Yes ☐ No ☐ N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- ☒ Yes ☐ No ☐ N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).  
☒ Yes ☐ No ☐ N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- ☒ Yes ☐ No ☐ N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- ☒ Yes ☐ No ☐ N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).  
☒ Yes ☐ No ☐ N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

☒ Yes ☐ No ☐ N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

☒ Yes ☐ No ☐ N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

#### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 3rd day of March, 2025.

Name of Sponsor: City of Centerville, Iowa

Name of Sponsor's Authorized Official: Jason Fraser

Title of Sponsor's Authorized Official: City Administrator

Signature of Sponsor's Authorized Official:

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Drug-Free Workplace Airport Improvement Program Sponsor Certification

---

Sponsor: City of Centerville, Iowa

Airport: Centerville Municipal Airport (TVK)

Project Number: BIL-AIG 3-19-0013-018

Description of Work: Design and Bidding of T-Hangar and T-Hangar Taxilanes

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes   ☐ No   ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes   ☐ No   ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: Centerville Municipal Airport

Address: 20320 545 Street, Centerville, IA 52544

**Location 2 (if applicable)**

Name of Location: Centerville City Hall

Address: 312 East Maple, Centerville, IA 52544

**Location 3 (if applicable)**

Name of Location:

Address:



Attach documentation clarifying any above item marked with a "No" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 3rd day of March, 2025.

Name of Sponsor: City of Centerville, Iowa

Name of Sponsor's Authorized Official: Jason Fraser

Title of Sponsor's Authorized Official: City Administrator

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Equipment and Construction Contracts Airport Improvement Sponsor Certification

---

Sponsor: City of Centerville, Iowa

Airport: Centerville Municipal Airport (TVK)

Project Number: BIL-AIG 3-19-0013-018

Description of Work: Design and Bidding of T-Hangar and T-Hangar Taxilanes

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

☒ Yes   ☐ No   ☐ N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- ☒ Yes   ☐ No   ☐ N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- ☒ Yes   ☐ No   ☐ N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
  - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
  - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- ☒ Yes   ☐ No   ☐ N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
  - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
  - c. Publicly opened at a time and place prescribed in the invitation for bids; and
  - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- ☒ Yes   ☐ No   ☐ N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
  - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
  - c. Listing of evaluation factors along with relative importance of the factors.
- ☒ Yes   ☐ No   ☐ N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- ☒ Yes   ☐ No   ☐ N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

☒ Yes ☐ No ☐ N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

☒ Yes ☐ No ☐ N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)

☒ Yes ☐ No ☐ N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

☒ Yes ☐ No ☐ N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

☒ Yes ☐ No ☐ N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

☒ Yes ☐ No ☐ N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 3rd day of March, 2025.

Name of Sponsor: City of Centerville, Iowa

Name of Sponsor's Authorized Official: Jason Fraser

Title of Sponsor's Authorized Official: City Administrator

**Signature** of Sponsor's Authorized Official:

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

---

Sponsor: City of Centerville, Iowa

Airport: Centerville Municipal Airport (TVK)

Project Number: BIL-AIG 3-19-0013-018

Description of Work: Design and Bidding of T-Hangar and T-Hangar Taxilanes

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

☒ Yes   ☐ No   ☐ N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

☒ Yes   ☐ No   ☐ N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).  
☒ Yes ☐ No ☐ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).  
☒ Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).  
☒ Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).  
☒ Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).  
☒ Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).  
☒ Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).  
☒ Yes ☐ No ☐ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).  
☒ Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)  
☐ Yes ☐ No ☒ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.  
☒ Yes ☐ No ☐ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☐ Yes ☐ No ☒ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 3rd day of March, 2025.

Name of Sponsor: City of Centerville, Iowa

Name of Sponsor's Authorized Official: Jason Fraser

Title of Sponsor's Authorized Official: City Administrator

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



---

## Selection of Consultants

### Airport Improvement Program Sponsor Certification

---

Sponsor: City of Centerville, Iowa

Airport: Centerville Municipal Airport (TVK)

Project Number: BIL-AIG 3-19-00163-018

Description of Work: Design and Bidding of T-Hangar and T-Hangar Taxilanes

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
☒ Yes   ☐ No   ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- ☐ Yes ☐ No ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- ☒ Yes ☐ No ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- ☒ Yes ☐ No ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- ☒ Yes ☐ No ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- ☒ Yes ☐ No ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- ☒ Yes ☐ No ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- ☒ Yes ☐ No ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- ☒ Yes ☐ No ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- ☒ Yes ☐ No ☐ N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

☒ Yes   ☐ No   ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

☒ Yes   ☐ No   ☐ N/A

Attach documentation clarifying any above item marked with “no” response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked “no” is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this   3rd   day of   March   , 2025   .

Name of Sponsor: City of Centerville, Iowa

Name of Sponsor's Authorized Official: Jason Fraser

Title of Sponsor's Authorized Official: City Administrator

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Certification and Disclosure Regarding Potential Conflicts of Interest

### Airport Improvement Program Sponsor Certification

---

Sponsor: City of Centerville, Iowa

Airport: Centerville Municipal Airport (TVK)

Project Number: BIL-AIG 3-19-0013-018

Description of Work: Design and Bidding for T-Hangar and T-Hangar Taxilanes

#### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

#### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes   ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this 3rd day of March, 2025.

Name of Sponsor: City of Centerville, Iowa

Name of Sponsor's Authorized Official: Jason Fraser

Title of Sponsor's Authorized Official: City Administrator

**Signature** of Sponsor's Authorized Official:



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



February 20, 2025

City of Centerville, Iowa  
Attn: Mr. Jason Fraser  
312 East Maple  
Centerville, Iowa 52544

Re: **Geotechnical Investigation**  
Centerville Municipal Airport  
T-Hangar and Associated Taxiway/Apron Construction  
Knoxville, Iowa

Dear Mr. Fraser:

Thank you for the opportunity to provide our services for the above referenced project. Based on available information, I have put together the following estimate for additional laboratory testing for the project, per the attached RFQ.

**Table 1. Geotechnical Analysis - FAA Analysis**

<i>Description of Services</i>	<i>Quantity</i>	<i>Estimate</i>
Mobilization	1s	\$950.00
Drilling and Sampling (Total Feet)	30	\$750.00
Core Drilling and Patching	1s	\$750.00
Engineering Report	1s	\$975.00
<b>Total</b>		<b>\$3,425.00</b>

**Table 2. Laboratory Testing - FAA Analysis**

<i>Description of Service (s)</i>	<i>Cost</i>	<i>Unit (s)</i>	<i>Total Estimate</i>
<b>Soil Classification</b>			
Atterberg Limits (ASTM D4318)	\$200.00 each	3	\$600.00
Grain Size Analysis (ASTM D422)	\$250.00 each	3	\$750.00
Moisture Contents (ASTM D2216)	\$35.00 each	3	\$105.00
Modified Proctor (ASTM D1557)	\$180.00 each	3	\$540.00
Expansion Index (ASTM D427)	\$75.00 each	3	\$225.00
California Bearing Ratio (CBR)	\$350.00 each	3	\$1,050.00
<b>Total</b>			<b>\$3,270.00</b>

**Total without Stabilization - \$6,695.00**

**Table 3. Laboratory Testing - FAA Analysis – Stabilization Analysis with Cement**

<i>Description of Service (s)</i>	<i>Cost</i>	<i>Unit (s)</i>	<i>Total Estimate</i>
<b>Soil Classification</b>			
Atterberg Limits (ASTM D4318)	\$200.00 each	3	\$600.00
Modified Proctor (ASTM D1557)	\$180.00 each	3	\$540.00
California Bearing Ratio (CBR)	\$350.00 each	3	\$1,050.00
<b>Total</b>			<b>\$2,190.00</b>

**Total with Stabilization - \$8,885.00**

If CMT is elected for this project, please sign and return a copy of this contract for our records. All past due invoices are subject to a 1.5% service charge. Please feel free to call us should you have any questions or if we may be of any further assistance. We look forward to working with you.

Sincerely,

City of Centerville, Iowa  
Approved By:

Sybil K. Ferrier, P.E.  
Principal Engineer

City of Centerville  
Regular Council Meeting  
Bills Approved  
March 3rd, 2025

AFLAC	AFLAC	\$766.82
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	\$12,800.26
APPANOOSE CO SHERIFF	SERVED PAPERS	\$32.80
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	\$548.87
CANTERA AGGREGATES LLC	ROCK	\$69.97
CELLULAR ADVANTAGE	PHONE FOR COMMAND VEHICLE	-\$92.95
CENTERVILLE ABSTRACT COMPANY	LIEN SEARCH	\$147.00
CENTERVILLE AREA CHAMBER OF COMMERCE	HOTEL/MOTEL & LOST	\$9,796.82
CENTERVILLE IRON & METAL	STEEL	\$261.69
CENTERVILLE POLICE ASSOCIATION	PD UNION DUES	\$66.00
CENTERVILLE PRODUCE	RETURN PERSONAL BELONGINGS	\$26.82
CITY OF CENTERVILLE	WATER/SEWER	\$1,415.10
COLLECTION SERVICES CENTER	CHILD SUPPORT	\$451.72
DOUDS STONE LLC	SAND	\$597.72
FOGLE TRUE VALUE	SUPPLIES	\$5.59
FUREVER FRIENDS RESCUE OF APPANOOSE INC	MARCH 2025 SHELTER AGREEMENT	\$600.00
GALLS, LLC	PINS	\$50.55
HEARTLAND SHREDDING, INC.	SHREDDING	\$50.00
HILL'S SANITATION SERVICE	TEAR DOWN	\$3,000.00
HOPKINS & HUEBNER PC	LEGAL	\$1,420.00
IMPRESSIVE DESIGNS STUDIO & PRINTING	OFFICE PADS	\$22.00
INFOMAX OFFICE SYSTEMS INC	COPIER LEASE	\$556.13
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	\$20,429.72
IOWA DEPT OF TRANSPORTATION	REFLECTIVE TAPE & POSTS	\$419.67
IOWA MEDIA NETWORK	PUBLICATIONS	\$218.99
IOWA MEDICAID ENTERPRISE	STATE SHARE OF GEMT MCO	\$1,554.95
IPERS	PENSION	\$25,885.92
J & S SPORTS LLC	MEMBERSHIP	\$210.00
LOCKRIDGE INC	WATER HOSE	\$70.05
MACQUEEN EQUIPMENT	PARTS	\$941.18
MCNISH CORPORATION	RBC RENTENTION	\$10,377.00
MFPRSI	PENSION	\$23,329.83
MISSION SQUARE - 307140	RETIREMENT	\$1,794.00
NORRIS ASPHALT PAVING	COLD PATCH	\$465.30
O'REILLY AUTOMOTIVE STORE INC	WASHER FLUID	\$19.74
QUILL LLC	SUPPLIES	\$49.54
SETH SHERWOOD	TRAINING REIMBURSEMENT	\$32.00
SJ SMITH CO INC	OXYGEN	\$14.63
STRAND ASSOCIATES, INC	WW PROJECT - JANUARY 2025	\$1,918.53
TELEFLEX LLC	MEDICAL SUPPLIES	\$299.00
TREASURER - STATE OF IOWA	STATE INCOME TAX	\$6,390.26
VC3 INC	WIN10 REPLACEMENT	\$588.00
VEENSTRA AND KIMM, INC.	INSPECTIONS	\$386.80
WORKFORCE SOLUTIONS	PERSONNEL INVESTIGATION	\$3,000.00
		<hr/>
ACCOUNTS PAYABLE		\$130,988.02
PAYROLL CHECKS		\$82,946.56
*****REPORT TOTAL*****		\$213,934.58
GENERAL FUND		\$118,910.38
ROAD USE TAX FUND		\$22,958.04

EMPLOYEE BENEFIT	\$38,967.16
HOTEL/MOTEL TAX	\$6,591.95
LOST- ECONOMIC DEVELOPMENT	\$2,994.87
CITY WATER	\$19,216.70
SEWER UTILITY OPERATING	\$39,159.54
INSURANCE TRUST FUND	-\$33,880.73
FLEX ACCOUNT	-\$983.33
 TOTAL FUNDS	 \$213,934.58





## Claims Report - Detail

By Fund

Payable Dates 2/18/2025 - 3/3/2025

Vendor Name	Description (Payable)	Payment Date	Payable Number	Amount
<b>Fund: 001 - GENERAL FUND</b>				
<b>Department: 050 - LIABILITY</b>				
AFLAC	AFLAC ACCIDENT	02/27/2025	INV0001371	84.77
AFLAC	AFLAC SPECIAL HEALTH	02/27/2025	INV0001374	30.42
MISSION SQUARE - 307140	ICMARC 457 PLAN	02/27/2025	INV0001375	824.25
IPERS	IPERS PENSION	02/27/2025	INV0001376	4,430.69
IPERS	IPERS PROTECTED	02/27/2025	INV0001377	2,799.74
MFPRSI	MFPRSI PENSION	02/27/2025	INV0001378	11,643.17
CENTERVILLE POLICE ASSOCIA	PD UNION DUES	02/27/2025	INV0001379	33.00
COLLECTION SERVICES CENTE	CASE # 1007883 - JOSHUA A HOBBS	02/27/2025	INV0001380	89.43
COLLECTION SERVICES CENTE	CASE # 1027046 DALTON L MOSLEY	02/27/2025	INV0001381	131.53
COLLECTION SERVICES CENTE	CASE # 1001879 - ZACKARY R MUSGROVE	02/27/2025	INV0001383	115.38
J & S SPORTS LLC	BRANDON KNAPP	02/27/2025	INV0001384	22.50
J & S SPORTS LLC	JENEL ALLEN BARTH	02/27/2025	INV0001385	32.50
J & S SPORTS LLC	PAMELA REED	02/27/2025	INV0001386	12.50
J & S SPORTS LLC	SKYLER MORRISON	02/27/2025	INV0001388	12.50
J & S SPORTS LLC	SINGLE MEMBERSHIP	02/27/2025	INV0001389	12.50
TREASURER - STATE OF IOWA	STATE INCOME TAX	02/27/2025	INV0001390	2,235.54
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	5,400.92
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	5,508.84
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	2,270.50
<b>Department 050 - LIABILITY Total:</b>				<b>35,690.68</b>
<b>Department: 110 - POLICE DEPT</b>				
O'REILLY AUTOMOTIVE STORE	WASHER FLUID	03/03/2025	0367-377511	19.74
<b>Department 110 - POLICE DEPT Total:</b>				<b>19.74</b>
<b>Department: 150 - FIRE DEPARTMENT</b>				
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	186.60
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	158.59
INFOMAX OFFICE SYSTEMS IN	COPIER LEASE 2/13/25-3/12/	03/03/2025	38599856	104.65
<b>Department 150 - FIRE DEPARTMENT Total:</b>				<b>449.84</b>
<b>Department: 160 - EMS</b>				
IOWA MEDICAID ENTERPRISE	STATE SHARE OF GEMT MCO - MARCH 2025	03/03/2025	03 2025	1,554.95
GALLS, LLC	PINS	03/03/2025	030376184	50.55
SETH SHERWOOD	TRAINING REIMBURSEMENT	03/03/2025	03-2025	32.00
IMPRESSIVE DESIGNS STUDIO	OFFICE PADS	03/03/2025	03-2025	22.00
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	186.60
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	158.59
CENTERVILLE PRODUCE	RETURN PERSONAL BELONGINGS	03/03/2025	117523	26.82
LOCKRIDGE INC	WATER HOSE - MAIN TRUCK ROOM	03/03/2025	2502093311	52.56
LOCKRIDGE INC	WATER NOZZLE FOR HOSE	03/03/2025	2502-093426	17.49
INFOMAX OFFICE SYSTEMS IN	COPIER LEASE 2/13/25-3/12/	03/03/2025	38599856	104.65
SJ SMITH CO INC	OXYGEN	03/03/2025	6756379	14.63
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	03/03/2025	85673994	152.42
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	03/03/2025	85675905	331.98
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	03/03/2025	85677675	21.49
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	03/03/2025	85677676	42.98
TELEFLEX LLC	MEDICAL SUPPLIES - EZ-IO	03/03/2025	9509567101	299.00

**Claims Report - Detail**

Payable Dates: 2/18/2025 - 3/3/2025

Vendor Name	Description (Payable)	Payment Date	Payable Number	Amount
FOGLE TRUE VALUE	SUPPLIES FOR DOOR	03/03/2025	A862318	3.60
<b>Department 160 - EMS Total:</b>				<b>3,072.31</b>
<b>Department: 170 - BUILDING INSPECTION</b>				
APPANOOSE CO SHERIFF	SHERIFF SERVED PAPERS 25-000079	03/03/2025	02/18/2025	32.80
INFOMAX OFFICE SYSTEMS IN VEENSTRA AND KIMM, INC.	COPIER LEASE 2/13/25-3/12/ INSPECTIONS - S 18TH & GREEN ST	03/03/2025 03/03/2025	38599856 6901-26	69.11 386.80
VC3 INC	WIN10 REPLACEMENT	03/03/2025	VC3-190241	588.00
<b>Department 170 - BUILDING INSPECTION Total:</b>				<b>1,076.71</b>
<b>Department: 190 - ANIMAL CONTROL</b>				
FUREVER FRIENDS RESCUE OF	MARCH 2025 SHELTER AGREEMENT	03/03/2025	03-2025	600.00
<b>Department 190 - ANIMAL CONTROL Total:</b>				<b>600.00</b>
<b>Department: 212 - STREET IMPROVE</b>				
CITY OF CENTERVILLE	WATER/SEWER	03/03/2025	03-2025 C	167.77
CENTERVILLE IRON & METAL	STEEL	03/03/2025	13958	169.80
CANTERA AGGREGATES LLC	ROCK	03/03/2025	18400-2	69.97
INFOMAX OFFICE SYSTEMS IN	COPIER LEASE 2/13/25-3/12/	03/03/2025	38599856	69.12
<b>Department 212 - STREET IMPROVE Total:</b>				<b>476.66</b>
<b>Department: 430 - PARKS</b>				
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	96.25
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	40.73
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	22.69
<b>Department 430 - PARKS Total:</b>				<b>159.67</b>
<b>Department: 499 - POOL</b>				
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	35.77
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	272.25
ALLIANT ENERGY	ELECTRIC UTILITIES	03/03/2025	03-2025 ALL PLAY 1	148.50
ALLIANT ENERGY	ELECTRIC UTILITIES	03/03/2025	03-2025 ALL PLAY 2	34.78
CITY OF CENTERVILLE	WATER/SEWER	03/03/2025	03-2025 C	29.54
<b>Department 499 - POOL Total:</b>				<b>520.84</b>
<b>Department: 530 - HOUSING REHAB 1</b>				
HILL'S SANITATION SERVICE	717 N 13TH - TEAR DOWN	03/03/2025	1807	400.00
HILL'S SANITATION SERVICE	EAST STATE ST- TEAR DOWN	03/03/2025	1808	1,000.00
HILL'S SANITATION SERVICE	633 N 7TH ST - TEAR DOWN	03/03/2025	1809	1,600.00
CENTERVILLE ABSTRACT COM	LIEN SEARCH- 815 E JACKSON	03/03/2025	3756	147.00
<b>Department 530 - HOUSING REHAB 1 Total:</b>				<b>3,147.00</b>
<b>Department: 599 - ECONOMIC DEVELOPMENT</b>				
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	44.51
<b>Department 599 - ECONOMIC DEVELOPMENT Total:</b>				<b>44.51</b>
<b>Department: 650 - CITY HALL &amp; GEN BLDGS</b>				
WORKFORCE SOLUTIONS	PERSONNEL INVESTIGATION	03/03/2025	000093	3,000.00
CITY OF CENTERVILLE	WATER/SEWER	03/03/2025	03-2025 C	46.81
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	373.19
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	317.18
CENTERVILLE AREA CHAMBER	PACT BANQUET TABLE	03/03/2025	21325	210.00
INFOMAX OFFICE SYSTEMS IN	COPIER LEASE 2/13/25-3/12/	03/03/2025	38599856	69.74
QUILL LLC	CALCULATOR RIBBON	03/03/2025	42881282	23.92
QUILL LLC	SUPPLIES	03/03/2025	42936460	7.40
QUILL LLC	ENVELOPE SEALER AND BINDER TABS	03/03/2025	43018015	18.22
HEARTLAND SHREDDING, INC.	SHREDDING	03/03/2025	50610	50.00
HOPKINS & HUEBNER PC	LEGAL	03/03/2025	702558	75.00
IOWA MEDIA NETWORK	ORDINANCE NO. 1537	03/03/2025	I-7102	61.03
IOWA MEDIA NETWORK	COUNCIL WORK SESSION MINUTES 2/17/25	03/03/2025	I-7103	13.64

**Claims Report - Detail**

Payable Dates: 2/18/2025 - 3/3/2025

Vendor Name	Description (Payable)	Payment Date	Payable Number	Amount
IOWA MEDIA NETWORK	COUNCIL BILLS/MINUTES 2/17/25	03/03/2025	I-7104	144.32

 Department 650 - CITY HALL & GEN BLDGS Total: **4,410.45**

 Fund 001 - GENERAL FUND Total: **49,668.41**
**Fund: 110 - ROAD USE TAX FUND**
**Department: 050 - LIABILITY**

AFLAC	AFLAC ACCIDENT	02/27/2025	INV0001371	23.10
AFLAC	AFLAC CANCER	02/27/2025	INV0001372	19.03
AFLAC	AFLAC DISABILITY	02/27/2025	INV0001373	11.42
AFLAC	AFLAC SPECIAL HEALTH	02/27/2025	INV0001374	1.80
MISSION SQUARE - 307140	ICMARC 457 PLAN	02/27/2025	INV0001375	24.25
IPERS	IPERS PENSION	02/27/2025	INV0001376	1,569.50
COLLECTION SERVICES CENTE	CASE # 849554 - ZACHARY J BEDFORD	02/27/2025	INV0001382	57.69
J & S SPORTS LLC	ROBERT SANDS	02/27/2025	INV0001387	7.32
TREASURER - STATE OF IOWA	STATE INCOME TAX	02/27/2025	INV0001390	262.78
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	642.39
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	267.30
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	1,143.06

 Department 050 - LIABILITY Total: **4,029.64**
**Department: 210 - STREET DEPT**

NORRIS ASPHALT PAVING	COLD PATCH 2.82 TON	03/03/2025	104811	465.30
DOUDS STONE LLC	SAND	03/03/2025	115414	597.72
CENTERVILLE IRON & METAL	FLAT & ROUND STEEL	03/03/2025	13929	91.89
IOWA DEPT OF TRANSPORTAT	REFLECTIVE TAPE & POSTS	03/03/2025	CI-0025739	419.67
MACQUEEN EQUIPMENT	PARTS	03/03/2025	P26084	941.18

 Department 210 - STREET DEPT Total: **2,515.76**
**Department: 240 - STREET LIGHTS & ELECTRIC**

ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	93.88
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	169.19
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	8,124.29
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	25.90
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	80.17
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	03/03/2025	03-2025 C1	41.80

 Department 240 - STREET LIGHTS & ELECTRIC Total: **8,535.23**

 Fund 110 - ROAD USE TAX FUND Total: **15,080.63**
**Fund: 120 - HOTEL/MOTEL TAX**
**Department: 659 - HOTEL/MOTEL**

CENTERVILLE AREA CHAMBER	HOTEL/MOTEL	03/03/2025	02-2025	6,591.95
--------------------------	-------------	------------	---------	----------

 Department 659 - HOTEL/MOTEL Total: **6,591.95**

 Fund 120 - HOTEL/MOTEL TAX Total: **6,591.95**
**Fund: 127 - LOST - ECONOMIC DEV**
**Department: 520 - COMMUNITY BEAUTIFICATION**

CENTERVILLE AREA CHAMBER	L.O.S.T ALLOCATION	03/03/2025	02-2025 LOST	2,994.87
--------------------------	--------------------	------------	--------------	----------

 Department 520 - COMMUNITY BEAUTIFICATION Total: **2,994.87**

 Fund 127 - LOST - ECONOMIC DEV Total: **2,994.87**
**Fund: 609 - CITY WATER**
**Department: 050 - LIABILITY**

AFLAC	AFLAC ACCIDENT	02/27/2025	INV0001371	19.16
AFLAC	AFLAC CANCER	02/27/2025	INV0001372	16.33
AFLAC	AFLAC DISABILITY	02/27/2025	INV0001373	7.88
AFLAC	AFLAC SPECIAL HEALTH	02/27/2025	INV0001374	1.80
MISSION SQUARE - 307140	ICMARC 457 PLAN	02/27/2025	INV0001375	24.25
IPERS	IPERS PENSION	02/27/2025	INV0001376	1,855.29
COLLECTION SERVICES CENTE	CASE # 849554 - ZACHARY J BEDFORD	02/27/2025	INV0001382	57.69
J & S SPORTS LLC	ROBERT SANDS	02/27/2025	INV0001387	5.06

**Claims Report - Detail**

Payable Dates: 2/18/2025 - 3/3/2025

Vendor Name	Description (Payable)	Payment Date	Payable Number	Amount
TREASURER - STATE OF IOWA	STATE INCOME TAX	02/27/2025	INV0001390	303.78
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	679.19
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	311.90
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	1,334.02
<b>Department 050 - LIABILITY Total:</b>				<b>4,616.35</b>
<b>Department: 810 - WATER</b>				
INFOMAX OFFICE SYSTEMS IN	COPIER LEASE 2/13/25-3/12/	03/03/2025	38599856	69.74
<b>Department 810 - WATER Total:</b>				<b>69.74</b>
<b>Fund 609 - CITY WATER Total:</b>				<b>4,686.09</b>
<b>Fund: 610 - SEWER UTILITY OPERATING</b>				
<b>Department: 050 - LIABILITY</b>				
AFLAC	AFLAC ACCIDENT	02/27/2025	INV0001371	108.70
AFLAC	AFLAC CANCER	02/27/2025	INV0001372	56.95
AFLAC	AFLAC DISABILITY	02/27/2025	INV0001373	0.20
AFLAC	AFLAC SPECIAL HEALTH	02/27/2025	INV0001374	1.85
MISSION SQUARE - 307140	ICMARC 457 PLAN	02/27/2025	INV0001375	24.25
IPERS	IPERS PENSION	02/27/2025	INV0001376	2,106.34
J & S SPORTS LLC	ROBERT SANDS	02/27/2025	INV0001387	0.12
TREASURER - STATE OF IOWA	STATE INCOME TAX	02/27/2025	INV0001390	364.02
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	1,008.70
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	1,509.70
INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	02/27/2025	INV0001391	353.20
<b>Department 050 - LIABILITY Total:</b>				<b>5,534.03</b>
<b>Department: 815 - SEWER</b>				
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	265.46
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	993.27
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	14.68
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	161.68
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	157.89
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	145.17
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	126.41
ALLIANT ENERGY	ELECTRIC/GAS UTILITIES	02/19/2025	02-2025 C 6	324.24
STRAND ASSOCIATES, INC	WW PROJECT - JANUARY 202	03/03/2025	0221525	1,918.53
CITY OF CENTERVILLE	WATER/SEWER	03/03/2025	03-2025 C	1,170.98
INFOMAX OFFICE SYSTEMS IN	COPIER LEASE 2/13/25-3/12/	03/03/2025	38599856	69.12
HOPKINS & HUEBNER PC	LEGAL	03/03/2025	702558	1,345.00
FOGLE TRUE VALUE	FITTINGS	03/03/2025	A81601	1.99
MCNISH CORPORATION	RBC RENTENTION	03/03/2025	INV025838	10,377.00
<b>Department 815 - SEWER Total:</b>				<b>17,071.42</b>
<b>Fund 610 - SEWER UTILITY OPERATING Total:</b>				<b>22,605.45</b>
<b>Grand Total:</b>				<b>101,627.40</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	49,668.41
110 - ROAD USE TAX FUND	15,080.63
120 - HOTEL/MOTEL TAX	6,591.95
127 - LOST - ECONOMIC DEV	2,994.87
609 - CITY WATER	4,686.09
610 - SEWER UTILITY OPERATING	22,605.45
<b>Grand Total:</b>	<b>101,627.40</b>

## Account Summary

Account Number	Account Name	Payment Amount
001-050-2120	FEDERAL W/H PAYABLE	5,400.92
001-050-2121	FICA W/H PAYABLE	7,779.34
001-050-2122	STATE W/H PAYABLE	2,235.54
001-050-2123	IPERS PAYABLE	7,230.43
001-050-2124	INSURANCE PAYABLE	115.19
001-050-2125	DEFERRED COMP PAYAB	824.25
001-050-2126	CHILD SUPPORT PAYABL	336.34
001-050-2127	UNION DUES PAYABLE	33.00
001-050-2128	YMCA/SNAP DUES PAYA	92.50
001-050-2129	MFPRSI RETIREMENT PA	11,643.17
001-110-6333	REPAIR & MAINTENANC	19.74
001-150-6370	HEATING FUEL	186.60
001-150-6371	ELECTRICITY	158.59
001-150-6725	CAPITAL OUTLAY - OFFIC	104.65
001-160-6230	SCHOOL & TRAINING	32.00
001-160-6370	HEATING FUEL	186.60
001-160-6371	ELECTRICITY	158.59
001-160-6505	MEDICAL SUPPLIES	862.50
001-160-6506	OFFICE SUPPLIES	22.00
001-160-6507	OPERATING SUPPLIES &	73.65
001-160-6531	MISCELLANEOUS EXPEN	26.82
001-160-6546	UNIFORM EXPENSE	50.55
001-160-6582	MISC REFUND	1,554.95
001-160-6725	CAPITAL OUTLAY - OFFIC	104.65
001-170-6419	DATA PROCESSING EXPE	588.00
001-170-6490	PROFESSIONAL SERVICE	32.80
001-170-6566	BUILDING INSPECTION	386.80
001-170-6725	CAPITAL OUTLAY - OFFIC	69.11
001-190-6499	OTHER CONTRACTUAL S	600.00
001-212-6350	EQUIPMENT REPAIR &	169.80
001-212-6374	WATER / SEWER UTILITIE	167.77
001-212-6525	ROCK	69.97
001-212-6725	CAPITAL OUTLAY - OFFIC	69.12
001-430-6371	ELECTRICITY	159.67
001-499-6370	HEATING FUEL	35.77
001-499-6371	ELECTRICITY	455.53
001-499-6374	WATER/SEWER UTILITIES	29.54
001-530-6490	PROFESSIONAL SERVICE	3,147.00
001-599-6371	ELECTRICITY	44.51
001-650-6240	MEETINGS & CONFEREN	210.00
001-650-6370	HEATING FUEL	373.19
001-650-6371	ELECTRICITY	317.18
001-650-6374	WATER/SEWER UTILITIES	46.81
001-650-6411	LEGAL EXPENSE	3,075.00
001-650-6414	OFFICIAL PUBLICATIONS	218.99
001-650-6499	OTHER CONTRACTUAL S	50.00
001-650-6506	OFFICE SUPPLIES	49.54

**Account Summary**

Account Number	Account Name	Payment Amount
001-650-6725	CAPITAL OUTLAY - OFFIC	69.74
110-050-2120	FEDERAL W/H PAYABLE	642.39
110-050-2121	FICA W/H PAYABLE	1,410.36
110-050-2122	STATE W/H PAYABLE	262.78
110-050-2123	IPERS PAYABLE	1,569.50
110-050-2124	INSURANCE PAYABLE	55.35
110-050-2125	DEFERRED COMP PAYAB	24.25
110-050-2126	CHILD SUPP/GARNISHM	57.69
110-050-2128	YMCA/SNAP DUES PAYA	7.32
110-210-6350	EQUIPMENT REPAIR &	1,033.07
110-210-6417	STREET MAINTENANCE S	419.67
110-210-6527	SAND	597.72
110-210-6559	ASPHALT	465.30
110-240-6365	ELECTRICITY-STOP LIGHT	147.87
110-240-6366	ELECTRICITY-STREET LIG	8,387.36
120-659-6499	OTHER CONTRACTUAL S	6,591.95
127-520-6499	OTHER CONTRACTUAL S	2,994.87
609-050-2120	FEDERAL W/H PAYABLE	679.19
609-050-2121	FICA W/H PAYABLE	1,645.92
609-050-2122	STATE W/H PAYABLE	303.78
609-050-2123	IPERS PAYABLE	1,855.29
609-050-2124	INSURANCE PAYABLE	45.17
609-050-2125	DEFERRED COMP PAYAB	24.25
609-050-2126	CHILD SUPP/GARNISHM	57.69
609-050-2128	YMCA/SNAP DUES PAYA	5.06
609-810-6725	CAPITAL OUTLAY - OFFIC	69.74
610-050-2120	FEDERAL W/H PAYABLE	1,008.70
610-050-2121	FICA W/H PAYABLE	1,862.90
610-050-2122	STATE W/H PAYABLE	364.02
610-050-2123	IPERS PAYABLE	2,106.34
610-050-2124	INSURANCE PAYABLE	167.70
610-050-2125	DEFERRED COMP PAYAB	24.25
610-050-2128	YMCA/SNAP DUES PAYA	0.12
610-815-6370	HEATING FUEL	265.46
610-815-6371	ELECTRICITY	1,923.34
610-815-6374	WATER/SEWER UTILITIES	1,170.98
610-815-6407	ENGINEERING SERVICES	1,918.53
610-815-6411	LEGAL EXPENSE	1,345.00
610-815-6524	PLANT MAINTENANCE S	1.99
610-815-6725	CAPITAL OUTLAY - OFFIC	69.12
610-815-6727	CAPITAL OUTLAY-IMPRO	10,377.00
<b>Grand Total:</b>		<b>101,627.40</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	98,480.40
2023-001-6490	3,147.00
<b>Grand Total:</b>	<b>101,627.40</b>



Distribution Report

Payroll Set: 01

Expense Range -

Payment Range 02/17/2025-03/03/2025

			Amount
<b>Payroll Department: 110 - POLICE DEPT</b>			
<b>Fund: 001 - GENERAL FUND</b>			
001-110-6010	SALARIES & LONGEVITY PAY		28,415.42
001-110-6012	DISPATCHERS SALARIES & LONGEVI		14,344.41
		<b>Fund 001 - GENERAL FUND Total:</b>	<b>1,448.00 42,759.83</b>
		<b>Payroll Department 110 - POLICE DEPT Total:</b>	<b>1,448.00 42,759.83</b>
<b>Payroll Department: 150 - FIRE DEPT</b>			
<b>Fund: 001 - GENERAL FUND</b>			
001-150-6010	SALARIES & LONGEVITY PAY		7,732.25
		<b>Fund 001 - GENERAL FUND Total:</b>	<b>295.50 7,732.25</b>
		<b>Payroll Department 150 - FIRE DEPT Total:</b>	<b>295.50 7,732.25</b>
<b>Payroll Department: 160 - EMS</b>			
<b>Fund: 001 - GENERAL FUND</b>			
001-160-6010	SALARIES & LONGEVITY PAY		16,924.33
001-160-6036	PARTTIME/PRN EMS SALARIES		1,567.49
		<b>Fund 001 - GENERAL FUND Total:</b>	<b>923.75 18,491.82</b>
		<b>Payroll Department 160 - EMS Total:</b>	<b>923.75 18,491.82</b>
<b>Payroll Department: 170 - BUILDING/CODE</b>			
<b>Fund: 001 - GENERAL FUND</b>			
001-170-6010	SALARIES & LONGEVITY PAY		2,255.70
		<b>Fund 001 - GENERAL FUND Total:</b>	<b>80.00 2,255.70</b>
		<b>Payroll Department 170 - BUILDING/CODE Total:</b>	<b>80.00 2,255.70</b>
<b>Payroll Department: 410 - LIBRARY</b>			
<b>Fund: 001 - GENERAL FUND</b>			
001-410-6010	SALARIES & LONGEVITY PAY		2,587.28
001-410-6020	PART TIME SALARY		4,312.83
		<b>Fund 001 - GENERAL FUND Total:</b>	<b>346.75 6,900.11</b>
		<b>Payroll Department 410 - LIBRARY Total:</b>	<b>346.75 6,900.11</b>
<b>Payroll Department: 610 - MAYOR &amp; COUNCIL</b>			
<b>Fund: 001 - GENERAL FUND</b>			
001-610-6010	SALARIES & LONGEVITY PAY		384.62
		<b>Fund 001 - GENERAL FUND Total:</b>	<b>384.62</b>
		<b>Payroll Department 610 - MAYOR &amp; COUNCIL Total:</b>	<b>384.62</b>
<b>Payroll Department: 815 - SEWER DEPT</b>			
<b>Fund: 110 - ROAD USE TAX FUND</b>			
110-210-6010	SALARIES & LONGEVITY PAY		44.80
		<b>Fund 110 - ROAD USE TAX FUND Total:</b>	<b>64.00 44.80</b>
<b>Fund: 609 - CITY WATER</b>			
609-810-6010	SALARIES & LONGEVITY PAY		89.60
		<b>Fund 609 - CITY WATER Total:</b>	<b>128.00 89.60</b>
<b>Fund: 610 - SEWER UTILITY OPERATING</b>			
610-815-6010	SALARIES & LONGEVITY PAY		9,466.07
		<b>Fund 610 - SEWER UTILITY OPERATING Total:</b>	<b>384.00 9,466.07</b>
		<b>Payroll Department 815 - SEWER DEPT Total:</b>	<b>576.00 9,600.47</b>

## Distribution Report

Expense Range: - Payment Range: 02/17/2025-03/03/2025

			Amount
<b>Payroll Department: 99999 - SPLIT PAY</b>			
<b>Fund: 001 - GENERAL FUND</b>			
001-210-6010	SALARIES & LONGEVITY PAY		2,081.43
001-610-6011	ADMIN SALARY/LONGEVITY		1,129.09
001-651-6010	SALARIES & LONGEVITY PAY		1,455.84
		<b>Fund 001 - GENERAL FUND Total:</b>	<b>161.27</b>
			<b>4,666.36</b>
<b>Fund: 110 - ROAD USE TAX FUND</b>			
110-210-6010	SALARIES & LONGEVITY PAY		8,803.07
110-210-6011	ADMIN SALARY/LONGEVITY		1,129.09
		<b>Fund 110 - ROAD USE TAX FUND Total:</b>	<b>475.68</b>
			<b>9,932.16</b>
<b>Fund: 609 - CITY WATER</b>			
609-810-6010	SALARIES & LONGEVITY PAY		10,575.86
609-810-6011	ADMIN SALARY/LONGEVITY		1,129.09
		<b>Fund 609 - CITY WATER Total:</b>	<b>699.68</b>
			<b>11,704.95</b>
<b>Fund: 610 - SEWER UTILITY OPERATING</b>			
610-815-6010	SALARIES & LONGEVITY PAY		2,796.76
610-815-6011	ADMIN SALARY/LONGEVITY		1,129.06
		<b>Fund 610 - SEWER UTILITY OPERATING Total:</b>	<b>268.37</b>
			<b>3,925.82</b>
		<b>Payroll Department 99999 - SPLIT PAY Total:</b>	<b>1,605.00</b>
			<b>30,229.29</b>



Fund Summary

Fund	Units	Amount
001-GENERAL FUND	3,255.27	83,190.69
110-ROAD USE TAX FUND	539.68	9,976.96
609-CITY WATER	827.68	11,794.55
610-SEWER UTILITY OPERATING	652.37	13,391.89
Grand Total:	5,275.00	118,354.09



RECEIVED

FEB 24 2025

## STATUS REPORT

DATE: February 10, 2025

TO: Jason Fraser, City Administrator  
City of Centerville  
314 E. Maple St.  
Centerville, IA 52544

RE: Centerville Wastewater Treatment  
Strand PN 7024.004

### COMMENTS:

#### Previous Month's Activities:

- Continued working with contractor and City of Centerville to close out punchlist items. The project will remain open until seeding is established in the spring. The contractor has agreed to the City retaining 200% of the value of seeding and seedbed preparation work remaining.
- Facilitated meeting with Owner and Contractor to address open warranty items and punchlist items. Follow up with Contractor on establishing dates for completing work.
- Assisted City with operational questions.

#### Issues/Special Items

- None.

#### Goals for Next Period:

- Continue working on draft of standard operating procedure.
- Closeout punchlist pending Contractor completing the work.
- Continue to support questions from operators.

As always, please let us know if you have any questions.

Thank you,

  
Jennifer Buddy, P.E.

**RESOLUTION NO. 2025-4128**

**RESOLUTION APPOINTING KAYLA MOORMAN AS CITY CLERK FOR THE CITY  
OF CENTERVILLE, IOWA**

**WHEREAS**, the City of Centerville, Iowa, recognizes the need for a qualified and dedicated individual to serve as City Clerk to effectively manage city records, finances, and administrative responsibilities; and

**WHEREAS**, Kayla Moorman has demonstrated the necessary qualifications, experience, and commitment to fulfill the duties of City Clerk for the City of Centerville; and

**WHEREAS**, the City Council of Centerville, Iowa, deems it in the best interest of the City to appoint Kayla Moorman to the position of City Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Centerville, Iowa:

**Section 1.** That Kayla Moorman is hereby appointed to serve as the City Clerk for the City of Centerville, Iowa, effective immediately upon passage of this resolution.

**Section 2.** That the City Clerk shall perform all duties and responsibilities as prescribed by the Code of Iowa, City ordinances, and as assigned by the City Council.

**Section 3.** That the City Clerk shall receive compensation and benefits as determined by the City's personnel policies and salary schedule.

**Section 4.** That this resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Michael G. O'Connor, Mayor

Attest:

\_\_\_\_\_  
Jason Fraser, City Administrator

# SOLAR SUMMARY

## 10 Degree Ballasted Array

Centerville City Hall & Fire Dept. - 312 E Maple St. Centerville, IA 52544



### Current Estimated Utilities / Consumption

46,847	Est. Annual kWh Usage
\$7,467.00	Est. Annual Utilities
\$0.159	Est. Per kWh Cost
3-year Average kWh Usage	

### Solar PV System Size

35.60 kW

### Annual Production

47,102.00 kWh

### Annual Savings

\$ 7,395.03

### % of Bill Offset

100.5%

### Number of Panels

(66) Jinko 540W Modules

(3) SolarEdge 10.0kW Inverters

Proposal based on a 120/240 Single Phase system. Moving meter from inside to outside not included in pricing.

Estimated Purchase Price	\$74,880
<b>Federal Solar Credit</b> (30%)	\$22,464
<b>Depreciation</b> (Ag / Business)	\$0
<b>Total Tax Incentives</b>	<b>\$22,464</b>
<b>Net System Cost</b>	<b>\$52,416</b>

Estimated system insurance Included in calculations

Final pricing is subject to a completed Site Assessment

Actual financial results may vary due to various uncontrollable factors

### POWERING Profitability

### POWERING Sustainability

#### YOUR SOLAR ENERGY SPECIALIST:

Name: Dave Duggan  
Phone: 646-342-9717  
Email: [dave@1sourcesolar.com](mailto:dave@1sourcesolar.com)



2/17/2025 Prices valid for 10 days.

#### FINANCING:

Various financing options are available including: Self-financing, Home Improvement Loan, Home Equity Loan, HELOC (Home Equity Line of Credit).

**1 Source Solar Partners:** Vision Bank, Peoples Bank, GreenPenny Bank.

#### INSTALLATION:

We employ our own Installation & Service Technicians for complete quality control, including a **5-Year Service & Workmanship Warranty** with every system.

#### SYSTEM:

We only install **Tier 1** high efficiency solar modules with industry leading warranties and design with either **Centralized Inverters / DC Optimizers or Micro-Inverters**.

# 1 SOURCE SOLAR - SYSTEM PROPOSAL DETAILS



2/17/2025

## 1 SOURCE SYSTEM DETAILS

Centerville City Hall & Fire Dept. - 312 E Maple St. Centerville, IA 52544

System Size: 35.60 kW (DC)

Year 1 Est. Production 47,102 kWhr

**Annual Savings \$7,395.03 Year**

Panel Type Watt

Panel Quantity

Inverter Capacity kW (AC)

Inverter Type

Inverter Quantity

Current Consumption	46,847
Current Annual Spend	\$7,467
Current \$ / kWh	\$0.159

**ROI 7.09**  
**RETURN 14%**

## 1 SOURCE ECONOMICS

### PURCHASE with INCENTIVES

EST. System Cost \$74,880.00

Federal Tax Credit \$22,464.00  
30%

Other  
System Depreciation \$0.00

**EST. Net System Cost \$52,416.00**

## ESTIMATED NET SAVINGS OVER THE YEARS\*

You Save With Your Solar System:

\$184,659.58 In 25 Yrs  
\$243,866.95 In 30 Yrs

Final pricing subject to site assessment  
System Insurance Included in Calculations  
Actual financial results may vary due to various uncontrollable factors



3020 SW Oralabor, Rd, Suite 116  
Ankeny, Iowa 50023  
515-289-1974

### FINANCING:

Various financing options are available including: Self-financing, Home Improvement Loan, Home Equity Loan, HELOC (Home Equity Line of Credit).

**1 Source Solar Partners:** Vision Bank, Peoples Bank, GreenPenny Bank.

### INSTALLATION:

We employ our own Installation & Service Technicians for complete quality control, including a 5-Year Service & Workmanship Warranty with every system.

### SYSTEM:

We only install Tier 1 high efficiency solar modules with industry leading warranties and design with either Centralized Inverters / DC Optimizers or Micro-Inverters.

2/17/2025 Prices valid for 10 days.

\*\*\* REAP grant must be applied for through the USDA and 1 Source Solar does not guarantee funding approval of the grant. Grant application fee maybe extra.

\* 3.2% annual escalation has been used for this case over 25 years. The potential exists that the actual utility escalation will be outside of this range. Actual escalation of your utility bill will vary from year to year based on the future utility tier structure and rebates. So the savings expectations and energy use estimates shown are for discussion purposes only and should not be relied upon. The Federal Energy Information Agency estimates a nationwide annual average escalation of 3.2% for the relevant time period (Annual Energy Outlook, 2014). Energy Bill savings are actual, without any tax effects applied. Payments and T1 Source cost per kWh includes estimated sales tax where applicable.

### Cashflow Worksheet

Name	Centerville City Hall	Year	Cash Flow	Production	Fed	Fed Other	Other	Dep.	Ins.
Location	Iowa	0	(74,880)						
Array Orientation	10° South	1	(45,283)	7,395	22,464				(262)
Array size (kW)	35.6	2	(37,924)	7,621					(262)
Annual kWh	47,102	3	(30,342)	7,844					(262)
Price	74,880	4	(22,541)	8,062					(262)
Energy Rate increase	3.8%	5	(14,527)	8,277					(262)
Tax Rate	32%	6	(6,301)	8,487					(262)
		7	2,131	8,694					(262)
		8	10,765	8,896					(262)
		9	19,598	9,095					(262)
		10	28,625	9,289					(262)
Energy Cost/kWh	0.159	11	37,843	9,480					(262)
Property type	Personal	12	47,247	9,666					(262)
Utility	Alliant	13	56,834	9,849					(262)
Soiling	Moderate	14	66,599	10,027					(262)
Style	Flat	15	76,539	10,202					(262)
Angle	< 22°	16	86,650	10,373					(262)
		17	96,927	10,539					(262)
		18	107,366	10,702					(262)
		19	117,965	10,860					(262)
		20	128,717	11,015					(262)
		21	139,621	11,165					(262)
		22	150,670	11,312					(262)
System Depreciation		23	161,863	11,455					(262)
Total		24	173,194	11,593					(262)
		25	184,660	11,728					(262)
		26	196,256	11,858					(262)
		27	207,979	11,985					(262)
		28	219,824	12,108					(262)
		29	231,788	12,226					(262)
		30	243,867	12,341					(262)
Note: Due to various factors, financial results may vary									



DATE: 2/14/25

**City of Centerville City Hall & Fire Department**  
**EXAMPLE PPA STRUCTURE** (approx. 100% solar coverage)



Current w/o Solar	Estimated Combined Usage kWh	Alliant - \$ / kWh Annual Rate Inc 3.5%	Est. Utility Payments	With Solar	Estimated Solar Production kWh's w/ (0.5%) degrade	kWh Rate with Solar 2% Escalator Example	Estimated Payments to PPA OWNER	Annual Savings with Solar
Year 1	46,847.00 kWh	\$ 0.159	\$ 7,467.41	Year 1	47,102.00 kWh	0.129	\$ 6,076.16	\$ 1,391.25
Year 2	46,847.00 kWh	\$ 0.165	\$ 7,728.77	Year 2	47,078.45 kWh	0.132	\$ 6,194.58	\$ 1,534.19
Year 3	46,847.00 kWh	\$ 0.171	\$ 7,999.28	Year 3	47,054.91 kWh	0.134	\$ 6,315.31	\$ 1,683.96
Year 4	46,847.00 kWh	\$ 0.177	\$ 8,279.25	Year 4	47,031.38 kWh	0.137	\$ 6,438.40	\$ 1,840.85
Year 5	46,847.00 kWh	\$ 0.183	\$ 8,569.03	Year 5	47,007.87 kWh	0.140	\$ 6,563.88	\$ 2,005.14
Year 6	46,847.00 kWh	\$ 0.189	\$ 8,868.94	Year 6	46,984.36 kWh	0.142	\$ 6,691.81	\$ 2,177.13
Year 7	46,847.00 kWh	\$ 0.196	\$ 9,179.36	Year 7	46,960.87 kWh	0.145	\$ 6,822.24	\$ 2,357.12
Year 8	46,847.00 kWh	\$ 0.203	\$ 9,500.63	Year 8	46,937.39 kWh	0.148	\$ 6,955.20	\$ 2,545.43
Year 9	46,847.00 kWh	\$ 0.210	\$ 9,833.16	Year 9	46,913.92 kWh	0.151	\$ 7,090.76	\$ 2,742.39
Year 10	46,847.00 kWh	\$ 0.217	\$ 10,177.32	Year 10	46,890.46 kWh	0.154	\$ 7,228.96	\$ 2,948.36
Year 11	46,847.00 kWh	\$ 0.225	\$ 10,533.52	Year 11	46,867.02 kWh	0.157	\$ 7,369.85	\$ 3,163.67
Year 12	46,847.00 kWh	\$ 0.233	\$ 10,902.20	Year 12	46,843.59 kWh	0.160	\$ 7,513.49	\$ 3,388.70
Year 13	46,847.00 kWh	\$ 0.241	\$ 11,283.77	Year 13	46,820.16 kWh	0.164	\$ 7,659.93	\$ 3,623.84
Year 14	46,847.00 kWh	\$ 0.249	\$ 11,678.70	Year 14	46,796.75 kWh	0.167	\$ 7,809.22	\$ 3,869.48
Year 15	46,847.00 kWh	\$ 0.258	\$ 12,087.46	Year 15	46,773.36 kWh	0.170	\$ 7,961.42	\$ 4,126.04
Year 16	46,847.00 kWh	\$ 0.267	\$ 12,510.52	Year 16	46,749.97 kWh	0.174	\$ 8,116.59	\$ 4,393.93
Year 17	46,847.00 kWh	\$ 0.276	\$ 12,948.39	Year 17	46,726.59 kWh	0.177	\$ 8,274.78	\$ 4,673.61
Year 18	46,847.00 kWh	\$ 0.286	\$ 13,401.58	Year 18	46,703.23 kWh	0.181	\$ 8,436.06	\$ 4,965.52
Year 19	46,847.00 kWh	\$ 0.296	\$ 13,870.64	Year 19	46,679.88 kWh	0.184	\$ 8,600.48	\$ 5,270.16
Year 20	46,847.00 kWh	\$ 0.306	\$ 14,356.11	Year 20	46,656.54 kWh	0.188	\$ 8,768.10	\$ 5,588.01
Year 21	46,847.00 kWh	\$ 0.317	\$ 14,858.57	Year 21	46,633.21 kWh	0.192	\$ 8,938.99	\$ 5,919.58
Year 22	46,847.00 kWh	\$ 0.328	\$ 15,378.62	Year 22	46,609.89 kWh	0.196	\$ 9,113.21	\$ 6,265.41
Year 23	46,847.00 kWh	\$ 0.340	\$ 15,916.87	Year 23	46,586.59 kWh	0.199	\$ 9,290.83	\$ 6,626.05
Year 24	46,847.00 kWh	\$ 0.352	\$ 16,473.97	Year 24	46,563.30 kWh	0.203	\$ 9,471.91	\$ 7,002.06
Year 25	46,847.00 kWh	\$ 0.364	\$ 17,050.55	Year 25	46,540.01 kWh	0.207	\$ 9,656.51	\$ 7,394.04

Savings	
YEAR 5 \$	8,455.40
YEAR 10 \$	21,225.83
YEAR 15 \$	39,397.57
YEAR 20 \$	64,288.79
YEAR 25 \$	97,495.94

Buyout Options - Original Project Cost \$74,880.00	
Year 6	80% 59,904.00
Year 10	70% 52,416.00
Year 15	65% 48,672.00
Year 20	55% 41,184.00
Year 25	50% 37,440.00

Estimated Project Cost	
Combined System Cost	\$ 74,880.00
Fed Tax Credit	\$ 22,464.00
After tax credits	\$ 52,416.00
Depreciation	\$ 20,367.00
Net System Cost	\$ 32,049.00
Purchase Price Solar Benefits	\$ 42,831.00