

**Marshall County Board of Supervisors**  
Regular Session Wednesday, January 3, 2024, at 9:00 a.m.  
Courthouse, First Floor Meeting Room  
1 East Main Street, Marshalltown, Iowa

**AGENDA**

**1. Call to Order.**

**How to Participate in the meeting**

The Board encourages the public to remain engaged and actively participate via the ZOOM process if they are unable to attend the meeting in person. Presenters may provide documentation electronically for inclusion during the meeting prior to the agenda deadline and are requested to participate via ZOOM. There are 4 available options to view and/or participate in the public meetings: Attend in person.

- View on YouTube. View live or replay later. MARSHALL COUNTY YOUTUBE  
[https://www.youtube.com/channel/UC2SRE\\_isBm8PyHrZNXf3nsA](https://www.youtube.com/channel/UC2SRE_isBm8PyHrZNXf3nsA)
- Call in by Phone: 1- 312 - 626 - 6799, Meeting ID 871 3622 1316 Passcode  
526957
- Zoom. Participate Live. [HTTPS://US02WEB.ZOOM.US/J/87136221316?  
PWD=Q0LDEXVVEHPLSVROA3LVRDVTCXHAQT09](HTTPS://US02WEB.ZOOM.US/J/87136221316?PWD=Q0LDEXVVEHPLSVROA3LVRDVTCXHAQT09)

**Notice to the Public**

The Board of Supervisors welcomes comments from the public during the time allowed for discussion. You are requested to approach the podium and use the microphone, state your name and address for the record and limit the time used to present your remarks in order that others may be given the opportunity to speak. The normal process on any agenda item is for the Chair to read the item from the agenda. The Board is given an opportunity to comment on the issue and/or place a motion on the floor. An opportunity for discussion may be presented at which time the public may participate and a roll call vote will follow.

**2. Roll Call. Chair Heil, Vice Chair Salasek, Member Hibbs.**

- Present:
- Absent:
- Attended By Zoom:

**3. Pledge of Allegiance.**

**4. Approve Agenda.**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to \_\_\_\_\_ agenda.

Roll call vote: Heil, Salasek, Hibbs.

**5. Consent Agenda:**

**5.a. Approve claims as audited**

Approve claims as audited. and authorize the County Auditor and Recorder to issue payment of the same. The listing of claims paid at this meeting and all claims paid in the current month will be published as part of the first meeting of the following month.

**5.b. Personnel Changes:**

**5.b.i. Approve new hire, Marshall County Public Health Director**

Sydney Grewell, full time Public Health Director, \$68,000 annual salary, to start on or after 01/04/2024

Documents:

[SYDNEY GREWELL NEW EMPLOYEE.PDF](#)

**5.c. File Manure Management Plans**

- FLINT FISHER FARM 71020, 120th St, St Anthony signed with changes
- PICKARD BROTHERS INC 57598, 1777 300th St, Melbourne signed with no changes

Documents:

[MMP SHORT FORM FLINT FINISHER FARM.PDF](#)  
[MMP SHORT FORM PICKARD BROTHERS INC.PDF](#)

**5.d. End of Consent Agenda. Roll call vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to \_\_\_\_\_ consent agenda.

Roll call vote: Heil, Salasek, Hibbs.

**6. Report: County Library Services, Mara Edler**

**7. Marshall County Actuarial Services. Discussion and possible action to approve an update to the Actuarial Services Agreement by and between Silverstone Group, Inc. and Marshall County continuing through December 31, 2026, for compliance with Government Accounting Standards Board (GASB) Statement 75.**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to [approve] an update to the Actuarial Services Agreement by and between Silverstone Group, Inc. and Marshall County continuing through December 31, 2026.

Roll call vote: Heil, Salasek, Hibbs

Documents:

[2024 SILVERSTONE ACTUARIAL SERVICES AGREEMENT \(GASB 75\).PDF](#)

**8. Tabled:**

**8.a. Marshall County Sheriffs Office and Jail Complex - design upgrades. Discussion, Possible Action**

A. Motion by \_\_\_\_, second by \_\_\_\_ to remove item from table for discussion and possible action.

Roll call vote: Heil, Hibbs, Salasek

B. Motion by \_\_ second by \_\_ to [approve] OPN to complete design of upgrades to the Marshall County Sheriffs Office and Jail Complex and to authorize Chair to sign acceptance of proposal. Lump Sum Fee for Project Total of \$847,983.00 including reimbursable expenses.

Roll call vote: Heil, Hibbs, Salasek.

Documents:

[2023-10-18 PROPOSAL FOR SHERIFF OFFICE - CDS WITH SEPARATE CA.PDF](#)

**8.b. Additional Buildings and Grounds Employee. Discussion, Possible Action.**

A. Motion by \_\_\_\_, second by \_\_\_\_ to remove item from table for discussion and possible action.

Roll call vote: Heil, Hibbs, Salasek

B. Motion by \_\_\_\_, second by \_\_\_\_ to [approve] additional Buildings and Grounds Employee.

Roll call vote: Heil, Hibbs, Salasek.

**9. Public Forum.**

Time set aside for the public to make comments on topics of County business other than those listed on this agenda. No action will be taken on any of these topics brought up in the public forum.

**10. Adjournment.**

The next regular session is Wednesday, January 17, 2024, at 9:00 a.m., at the Courthouse, 1st floor meeting room, 1 E Main Street. All business to be acted upon at that session should be submitted to the County Auditor and Recorder's Office or the Board of Supervisors' Office by Wednesday, January 10, 2024, at 12:00 p.m. There being no further business to come before the Board, the meeting is adjourned at \_\_\_\_\_ a.m.

Subscribe to receive Marshall County notifications: <http://www.marshallcountytia.gov/list.aspx>

## New Employee Approval/ Change of Employee Status Form

### Section 1 – Employee Information To be completed by the Department Head/Supervisor.

The department head must complete section 1, and forward to the Board of Supervisor's Office for inclusion on the next Board agenda before any work is performed. Once approved, payroll documents (section 3) will be completed by the Accounting Department. Paychecks will not be issued until all payroll forms are complete and Board approval (Section 2) granted.

Name of Employee Sydney Grewell  
Date of Employment 1/4/24 Department Public Health  
Pay Rate \$68,000 Annual Job Title Public Health Director  
Employee Status Full Time  Part Time  Temporary

#### New Employee

References checked Yes  No

Number hours per week 40 (Full Time is 32+ hrs/wk) If temporary, end date \_\_\_\_\_

Job Posting Dates From 8/10/23 to 12/10/23 (10 Days Required)

Job Description/Grading Complete?  Yes  No  Union Employee

Physical Complete?  Yes, Date: \_\_\_\_\_  N/A Driver's License Check  Yes  No

#### Existing Employee Change of Status

Date of Change \_\_\_\_\_

Position Title from \_\_\_\_\_ to \_\_\_\_\_

Pay Rate from \_\_\_\_\_ to \_\_\_\_\_

Date 12/20/23 Tentative Department Head Approval Dr. Ken Lyons - Marshall County Board of Health Chair

**This form must be completed BEFORE going to the Auditor's HR/ Accounting Department  
The HR/Accounting Department will send for inclusion on the next board meeting.**

### Section 2 – Board Approval Obtain Board Signature below or attach meeting minutes containing approval.

APPROVAL/ DISAPPROVAL \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Board of Supervisors (yes or no + initials)



**2024 MMP Short Form for Annual Update**

**Facility**

FLINT FINISHER FARM # 71020  
120th St.  
Saint Anthony, IA 50239

**Date Due:** 01/01/2024

**Date Received:** 12/28/2023

**Date Approved:** 12/28/2023

**Owner**

Henan Farms LLC

**Contact**

Keith Kratchmer

Prior to making changes in manure management practices, update the on-site copy to show actual changes. Please select changes below and include all changes in your current, on-site MMP.

- I have made no changes to my MMP
- I have added acres
- Change Crop Rotation or Optimum Yields
- Changed Application Method
- Used manure analysis
- I am electing to be a small animal feeding operation (SAFO) or facility capacity has changed
- I have made other changes to my MMP Describe :

**County Notifications**

The following counties have been notified:

Marshall

**Animal Unit Capacity / Payment Summary**

Animal Type	Head	AUC	Amount (AUC * 0.15)
Swine Wean to Finish	2490	996.00	\$149.40
<b>Total</b>	<b>2490</b>	<b>996.00</b>	<b>\$149.40</b>

I, Kent Pliner, attest that the information indicated above is accurate and complete.



2024 MMP Short Form for Annual Update

Facility

PICKARD BROTHERS INC # 57598  
1777 300th Street  
Melbourne, IA 50162

Date Due: 01/01/2024

Date Received: 12/28/2023

Date Approved: 12/28/2023

Owner

Pickard Bros. Inc

Contact

Ryan Pickard

Prior to making changes in manure management practices, update the on-site copy to show actual changes. Please select changes below and include all changes in your current, on-site MMP.

- I have made no changes to my MMP
- I have added acres
- Change Crop Rotation or Optimum Yields
- Changed Application Method
- Used manure analysis
- I am electing to be a small animal feeding operation (SAFO) or facility capacity has changed
- I have made other changes to my MMP Describe :

County Notifications

The following counties have been notified:

Marshall

Animal Unit Capacity / Payment Summary

Animal Type	Head	AUC	Amount (AUC * 0.15)
Swine Wean to Finish	2499	999.60	\$149.94
<b>Total</b>	<b>2499</b>	<b>999.60</b>	<b>\$149.94</b>

I, seth wengert, attest that the information indicated above is accurate and complete.



**ACTUARIAL SERVICES AGREEMENT**

**BETWEEN**

**HUB INTERNATIONAL GREAT PLAINS**

**AND**

**MARSHALL COUNTY, IOWA**



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## Actuarial Services Agreement

THIS ACTUARIAL SERVICES AGREEMENT (“Agreement”) is made and entered into effective as of the \_\_\_\_ day of \_\_\_\_\_, 2024 (the “Effective Date”), by and between HUB International Great Plains, doing business from Omaha, Nebraska, (hereinafter referred to as “Consultant”), and Marshall County, Iowa (hereinafter referred to as the “Client”).

### WITNESSETH

WHEREAS, the Client maintains several employee benefit plans which are under the general management and administration of the Client.

WHEREAS, subject to the terms and conditions set forth herein, the Client deems it appropriate to engage Consultant to provide certain actuarial services for the plans, and Consultant desires to accept such engagement.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **Contract for Services.** The Client hereby contracts with Consultant for their services as actuaries to the plans, and Consultant hereby accepts such contract and agrees to provide such services in accordance with this Agreement.
2. **Actuarial Services.** Consultant shall render such services as actuaries to the plans as requested by the Client. Such services shall specifically include, but shall not be limited to, the services described as follows:
  - a. Actuarial Valuation and Report
    - i. Governmental Accounting Standards Board GASB 75
      - Analyze the data prepared by the Client to assess any inconsistencies and make recommendations for enhancing data quality
      - Measurement of the Present Value of Future Benefits (PVFB) as of the date of compliance with GASB 75
      - Measurement of the Actuarial Accrued Liability (AAL), or Total OPEB Liability, as of the date of compliance with GASB 75
      - Calculation of the Net OPEB Liability as of the date of compliance with GASB 75
      - Calculation of the OPEB Expense for the fiscal year of compliance with GASB 75 which would be the basis for the reported annual cost of the plans for accounting purposes, and



- Schedule of the Deferred Inflows and Outflows of Resources that will be disclosed in the Client's financial reports for the fiscal year in compliance with GASB 75
- b. Assist in preparation of the necessary material for the Comprehensive Annual Financial Report to comply with GASB reporting and disclosure requirements. Provide tools or direction in complying with the requirements after engagement is complete.
- c. As appropriate and if requested, prepare an analysis on how establishing a trust or equivalent arrangement would affect the interest rate assumption. Timing considerations of establishing the trust should also be considered.
- d. As appropriate and if requested, provide recommendations on managing the OPEB liability. This may include changes in benefit design or retiree contributions, including specific recommendations and options.
- e. As appropriate and if requested, review and update plan documents and design. Make recommendations as to formalizing informal plans and procedures.
- f. General Actuarial Consulting Services  
  
Relating to: (i) administration of the plans; (ii) general trends in actuarial practices; and (iii) changes in federal legislation and regulations, all upon request by the Client.
- g. Attendance at Meeting  
  
If requested, the actuary may attend a meeting to review and discuss results of the annual actuarial valuation. We will distribute and discuss a management summary of the valuation at the annual meeting.
- h. Additional Valuation Results  
  
At the request of the Client, Consultant will extend the actuarial valuation analysis to determine the effect on annual costs and the funded status of the plans as a result of:
  - a change in actuarial assumptions or actuarial methods
  - a change in eligibility requirements of existing benefit provisions
  - changes in benefit provisions



i. Report to Auditors/Assisting Auditors

At the request of the Client, Consultant will respond to the auditor's request for information regarding the annual actuarial valuation and financial disclosures that may be needed to provide the audit confirmation.

- 3. Other Consulting Services.** Consultant will provide, at the Client's request, additional consulting services to the plans. These services may include, but are not limited to, (i) additional meetings; (ii) plan design analysis; (iii) merger/acquisitions and impact on the existing plans or the plans of acquired entities; (iv) plan document or plan summary reviews; (v) any other actuarial or administrative consulting services deemed necessary or appropriate by the plans of the Client; (vi) suggestions/recommendations by Consultant.
- 4. Actuarial Fees.** As consideration for any of the services set forth in Paragraphs 2 and 3 above, the Client agrees to pay Consultant fees based on any direct expenses, any related travel expenses and hourly time charges based on the time recorded to complete the services and the hourly billing rates for the designated personnel as follows:

Principal Actuary	\$300
OPEB Actuarial Analyst	\$200
Group Medical Consultant	\$300

However, for the 2024 fiscal year valuation, Consultant will guarantee the maximum fees to complete the services set forth in Paragraph 2a and 2b will be no more than \$4,450. The maximum fees will be no more than \$1,200 for services set forth in Paragraph 2g.

Hourly rates for years following 2024 may be increased to reflect trends in hourly rates, but any increase will not exceed 5% for each year following 2024.

- 5. Invoices.** Consultant shall provide the Client with quarterly invoices not later than the twenty-fifth (25th) day of the month following each calendar quarter. These invoices shall set forth the amount of fees above for the preceding calendar quarter.

Payment for services must be made within 30 days of receipt of invoice. Payments made subsequent to such period, shall be subject to a late charge and interest at a rate of 5%.



6. **Term.** The term of this Agreement shall commence on the Effective Date, and shall continue through December 31, 2026, unless terminated before that time by the Client. The continuation of the agreement shall be contingent upon the periodic review by the Client of the services being provided by Consultant. This Agreement may be renewed for additional annual periods by mutual written agreement by both parties.
7. **Termination.** The Client may terminate this Agreement at any time, with or without cause, by providing delivery of at least 60 days' advance written notice to Consultant. In the event that the Client exercises its right to terminate the Agreement as provided in this Paragraph 7, Consultant shall be entitled to payment pursuant to Paragraph 5 hereof for services actually rendered to the Client prior to the date of termination.

Consultant may terminate this agreement at any time, with or without cause, by providing delivery of at least 60 days written advance notice to the Client.

8. **Indemnification of the Plans.** Consultant shall defend, indemnify and hold the Client harmless from and against any and all claims, suits, losses, liabilities, costs, damages and expenses, including reasonable attorneys' fees and court costs, suffered or incurred by the Client arising from or as a result of negligence, fraud or willful misconduct by Consultant or any representative, agent or employee of Consultant, or any such party's failure to perform its duties and obligations under this Agreement.

The Client shall defend, indemnify and hold Consultant harmless from and against any and all claims, suits, losses, liabilities, costs, damages and expenses, including reasonable attorney's fees and court costs, suffered or incurred by Consultant arising from or as a result of negligence, fraud or willful misconduct by the Client or any representative, agent or employee of the Client or any such party's failure to perform its duties and obligations under this Agreement.

9. **Insurance.** From and after the Effective Date and continuing throughout the term of this Agreement, Consultant shall, at its sole cost and expense, carry and maintain in full force and effect a professional liability/errors and omissions insurance policy with a policy limit of not less than Fifteen Million Dollars (\$15,000,000), issued by an insurance company. Consultant shall provide the Client with a certificate evidencing such coverage. Consultant shall provide the Client with not less than sixty (60) days prior written notice of any proposed change in the type, coverage or amount of insurance required hereunder.



- 10. Access to and Ownership of Files and Information.** Consultant hereby acknowledges and agrees that the Client and the Client's authorized representatives, agents and employees shall have access to and the right to examine, inspect, audit, transcribe and copy during Consultant's normal business hours, any and all accounts, books, documents, records and papers relating to the services provided pursuant to this Agreement. All such examinations shall be at the Client's expense and shall be conducted in a manner which preserves the confidentiality of Consultant's records and business operations.

All intellectual property rights (such as copyrights and trade secrets) relating to materials and information developed by or relating to the plans and disclosed or supplied to Consultant under this Agreement (the "Plans Information") will belong exclusively to the Client. All intellectual property rights (such as copyrights and trade secrets) relating to Consultant's work product (including all materials and information developed by Consultant in the course of performing services under this Agreement, but excluding Plans Information) ("Consultant's Work") will belong exclusively to Consultant. If personnel of Consultant incorporate into Consultant's Work any information relating to the plans to which Consultant's confidentiality obligations under this Agreement apply, the information so incorporated into Consultant's work will be and remain subject to such confidentiality obligations. Consultant hereby grants to the Client the perpetual and unrestricted right to use, reproduce and incorporate into other work all Consultant's work delivered to the Client under this Agreement for any internal business purpose of the Client.

- 11. Confidential Treatment of Plan Files and Information.** Consultant acknowledges and agrees that, in the course of rendering their actuarial services and otherwise performing their duties and obligations hereunder, they shall be provided and entrusted with the safekeeping of certain documents and information relating to the Client and its property and accounts (hereafter referred to as "Plans Files"). All such Plans Files shall at all times during the term of this Agreement and for a period of five (5) years thereafter, be treated by Consultant as strictly confidential and sensitive proprietary business information. Consultant shall maintain commercially reasonable policies and procedures to ensure the confidentiality and safekeeping of such Plans Files and shall not, except in accordance with the express terms of this Agreement or with the prior written consent of the Client, disclose or permit the disclosure of any Plans Files to any person or entity whatsoever other than Consultant's employees, officers and agents directly assigned to provide actuarial services to the plans hereunder, each of which shall be provided with such Plans Files solely on a "need-to know" basis and shall be bound by the confidentiality provisions of this Paragraph 11. The parties hereto acknowledge and agree that the confidentiality provisions set forth in this Paragraph 11 shall not apply to: (i) information which is already



known to Consultant prior to disclosure by the Client; (ii) information which is in the public domain or is otherwise generally available to the public; (iii) information which is available to Consultant from third parties, which third parties and information are not subject to non-disclosure obligations to the Client; or (iv) information which is independently developed by Consultant. Furthermore, in the event any court or regulatory order or other service of legal process requires Consultant to disclose information subject to the confidentiality provisions of this Paragraph 11, Consultant, after providing written notice to the Client as soon as reasonably possible after receipt of any such order or service of process, shall be permitted to make any disclosure required by law. Consultant further agrees to cooperate with the Client in responding to any such orders. Consultant acknowledges and agrees that any breach, attempted breach or repudiation of the confidentiality requirements set forth in this Paragraph 11 would produce irreparable harm and injury to the Client and therefore agree that specific performance and/or injunctive relief, in addition to any other remedies available to the Client at law or in equity, shall be remedies available to prevent the breach, attempted breach or repudiation of this Paragraph 11.

- 12. Integrated Agreement; Severability.** This Agreement constitutes the entire understanding between the parties concerning the subject matter hereof. No other prior or contemporaneous representations, inducements, promises, or agreements, oral or otherwise, between the parties relating to the subject matter hereof and not embodied in this Agreement, shall be of any force or effect. This Agreement shall not be modified except in a writing signed by all parties hereto. If any provision of this Agreement shall for any reason be held to be invalid, unenforceable, or contrary to public policy, whether in whole or in part, the remaining provisions shall not be affected by such holding.
- 13. Governing Law.** The statutes, regulations, and judicial interpretations of the laws of the State of Iowa shall determine all questions arising with respect to the provisions of this Agreement, except to the extent federal statutes supercede the laws of the State of Iowa.
- 14. Actuarial Personnel.** Consultant shall at all times throughout the term of this Agreement maintain a team of qualified professionals comprised of designated full-time employees/ principals of Consultant who are permanently assigned to monitor, oversee and provide on a daily basis all of the actuarial services to be provided to the plans hereunder, and to receive and address all concerns communicated by the Client. The Client, in its sole discretion, shall have the right to demand the replacement of any individuals assigned to provide actuarial services to the Client hereunder, in which case Consultant shall immediately replace such person(s) with qualified replacements acceptable to the Client in its sole discretion. Consultant shall provide the Client with not less than thirty (30) days advance written notice of any personnel changes or changes in



Consultant's management or organizational structure which may have an impact on Consultant's performance hereunder. Consultant shall use its good faith best efforts to minimize any disruption or interference with the actuarial services provided to the Client as a result of any such management, organizational or personnel changes.

- 15. Limitation of Liability.** Except for fraud, gross misconduct or willful misconduct by Consultant, its affiliated companies, shareholders, associates or Board members, neither party will be liable to the other party for any indirect, consequential, incidental, special or punitive damages, including but not limited to loss of profit, income or savings, even if advised of such possibility, and neither party's total liability arising out of or related to this proposal for services under any theory of law will exceed the total remuneration payable by the Client, to Consultant in the 12 months before the accrual of the cause of action giving rise to liability.
- 16. Dispute Resolution.** Any controversy, dispute or questions arising out of, in connection with or in relation to this agreement, between the Client and HUB International Great Plains, its affiliated companies, shareholders, associates, or Board members or its interpretation, performance or nonperformance or any breach thereof shall be resolved through mediation before a mediator mutually agreed upon by the parties. In the event mediation fails to resolve the dispute within 30 days after a mediator has been agreed upon or such other longer period as may be agreed to by the parties, such controversy, dispute or question shall be settled in a court of competent jurisdiction. Any court having jurisdiction thereof may enter a judgment and each party will advance  $\frac{1}{2}$  of the cost for the proceeding. The prevailing party will be entitled to the right to record any judgment in any and all jurisdictions in order to enforce the judgment and an allocation of cost in accordance with the court's decision.



**IN WITNESS WHEREOF**, the Client and Consultant have duly executed this **ACTUARIAL SERVICES AGREEMENT** effective as of the day and year first above written.

CLIENT:

CONSULTANT:

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

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

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Addresses**

Marshall County  
1 East Main Street  
Marshalltown, IA 50158

HUB International Great Plains  
11516 Miracle Hills Drive, Suite 100  
Omaha, NE 68154





**Cedar Rapids**

200 Fifth Avenue SE Ste. 201  
Cedar Rapids, Iowa 52401  
(319) 363-6018

**Des Moines**

100 Court Avenue Ste. 100  
Des Moines, Iowa 50309  
(515) 309-0722

**Iowa City**

24 ½ S. Clinton Street  
Iowa City, Iowa 52240  
(319) 363-6018

**Madison**

301 N. Broom Street Ste. 100  
Madison, Wisconsin 53703  
(608) 819-0260

[opnarchitects.com](http://opnarchitects.com)

October 18, 2023

**Marshall County**

Attn: Lucas Baedke  
Marshall County Buildings & Grounds Director  
[lbaedke@marshallcountya.gov](mailto:lbaedke@marshallcountya.gov)  
(641) 485-2584

RE: Professional Design Services for Renovation of Sherriff Office & Jail at:  
2369 Jessup Avenue  
Marshalltown, IA 50158

This proposal is based on previous work for the county that resulted in the “Programming and Energy Assessment” Study finished on January 23, 2022, as well as the Pricing Set (50% DD) cost estimate completed on August 16, 2023.

We are pleased to offer our proposal to provide professional design services to complete construction documentation including a cost estimate, as well services for bid/negotiation of contract and contract administration that would potentially follow for the county’s evaluation. Consultant work for M/E/P, Structural, Civil, and Cost Estimating are included as well, and in like format splitting out fees after construction documents and before bidding.

**Design Approach**

This project aims to develop the design for a high performing sheriff office and jail building that is completed in time to replace end of life mechanical equipment, while also upgrading the building’s performance so that the replacement equipment is sized appropriately, saving the county on initial investment, and throughout the life of the building.

Phasing the building goals into separate parts: exterior envelope, interior, and MEP, proved to be more costly in the long run, and more interruptions to the functionality of the offices and the jail. Each of the component parts of the work are intertwined. The exterior portion creates less energy demands for the MEP portion, and MEP work requires interior demolition, that should run in parallel with the interior upgrades.

This forward-thinking approach will require the county to pursue more project funding to take advantage of financial benefits down the road. As the project progresses, the county may request for OPN’s assistance for describing that vision to the county stakeholders using design graphics and renderings.



**Proposal Summary**

A. Schedule: OPN will meet a mutually agreed upon schedule for this project. We anticipate the construction documents will take approximately 18 weeks to prepare, estimate, and finalize for an owner review, and estimate approximately two-year CA phase to follow.

B. Compensation:  
Fee is based on time and task analysis of what is required for this project. Accordingly, we are proposing a **Lump Sum Fee for Project Total of \$847,983.00** including reimbursable expenses.

<u>Fee Break Down:</u>	<u>DD + CD</u>	<u>BN + CA</u>
Architectural	\$ 266,689	\$ 205,264
MEP Engineer (RCE)	\$ 196,300	\$ 105,700
Structural Engineer (Raker Rhodes)	\$ 19,000	\$ 7,000
Civil Engineer (Olsson)	\$ 26,600	\$ 5,500
Cost Estimation (DCI)	\$ 10,850	
Reimbursable & Travel expenses	\$ 1,760	\$ 3,320
<b>TOTAL</b>	<b>\$ 521,199</b>	<b>\$ 326,784</b>
<i>Optional PV Design</i>	<i>\$ 20,000</i>	<i>\$ 6,000</i>

**Optional PV Design, Lump Sum Fee for Project with PV Total of \$873,983.00** including reimbursable expenses.

D. Reimbursable Expenses: Reimbursable expenses are separated out in the fee and will be invoiced at 1.1 times actual cost. Reimbursable expenses include authorized out-of-town travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, and mileage at the government standard rate.

E. Owner - Architect Agreement: Should this proposal be acceptable OPN is prepared to begin work in November with you and your staff. Please sign and return this Proposal at your convenience or direct us to your preferred form of Agreement.

We are pleased you are considering OPN Architects to assist you and we look forward to learning if we can continue our efforts together. Please don't hesitate to reach out if you need additional information or have any questions regarding this proposal.

OPN ARCHITECTS, INC.

Proposed Services Selected:

DD+CD Services

BN+CA Services

Optional PV Design

Proposal Accepted by:

James Peters, AIA  
Project Architect  
Cc: Scott Allen, AIA

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date