



February 15, 2017

New Hampton Community School District  
c/o Facilities Cost Management Group, L.L.C.  
406 South 12<sup>th</sup> Street, Suite 310  
Omaha, Nebraska 68102

Attn: Ms. Annette Zeplin  
P: (402) 346-3130  
E: azeplin@fcm-group.net

Re: Supplemental Proposal for Geotechnical Services  
Proposed School Addition – New Hampton CSD  
New Hampton, Iowa  
Terracon Proposal No. P13175016

Dear Ms. Zeplin:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this supplemental proposal for geotechnical services for the above referenced project. As you are aware, Terracon provided a Geotechnical Engineering Report (Terracon Project 13145038.01, dated June 30, 2014) for the planned additions to the school, and is familiar with site conditions. The following sections of this proposal outline our understanding of the project and our proposed scope of services, performance schedule, terms and conditions, and compensation.

## 1.0 PROJECT INFORMATION

### 1.1 Site Location and Description

Item	Description
Location	The addition is planned to be located on the west side of the existing high school at 710 West Main Street, New Hampton, Iowa.
Current ground cover	Gravel parking lot and grass
Existing topography	Based on topographic contour elevations shown on the site plan provided, the site grades generally decrease to the southeast.



## 1.2 Project Description

Item	Description
<b>Proposed construction</b>	The project includes construction of a two-story building addition on the west side of the existing high school building, and additional paved parking and drive areas.
<b>Structure construction</b>	<ul style="list-style-type: none"> <li>■ Walls: Concrete masonry units</li> <li>■ Columns: Steel</li> <li>■ Roof: Steel</li> </ul>
<b>Maximum loads (assumed)</b>	<ul style="list-style-type: none"> <li>■ Walls: 8 kips per lineal foot</li> <li>■ Columns: 40 kips</li> <li>■ Floor slabs: 100 psf</li> </ul>
<b>Maximum site grading (assumed)</b>	<ul style="list-style-type: none"> <li>■ Fill: 2 feet</li> <li>■ Cut: 10 feet</li> </ul>
<b>Free standing retaining walls</b>	None anticipated
<b>Below-grade areas</b>	We anticipate that the lower level of the building will be below-grade on the north end and at-grade on the south side.

If any of the preceding project information and assumptions are inaccurate, please let us know so that we may make any necessary modifications to this proposal, and/or incorporate the information into our geotechnical engineering evaluations and report for this project. We will require that we be provided with structure loads and floor elevations before we provide geotechnical recommendations for this project.

## 2.0 SCOPE OF SERVICES

### 2.1 Field Services

#### 2.1.1 Safety

We are committed to performing our work safely. Our field work will be conducted under the guidance of a site-specific safety plan that takes into account the information that we know about this site related to safety and potential safety hazards. In order to address the potential for underground utilities or environmental hazards, and in order to better understand other potential safety hazards associated with our field services, we will interview you or a representative that you suggest to obtain information about these concerns. The results of our interview will be included in the site-specific safety and work plan.

Our engineering and construction field personnel maintain safety, non-disclosure confidentiality, and other requirements established by our clients and owners. Our company has a cultural

Incident and Injury Free (IIF) safety program that is applied during each project we perform. Our program includes equipment inspections, maintenance programs, pre-task planning, and health, safety, and project work plans.

For the purpose of preparing our cost estimate, we considered that the subsurface exploration can be performed with personal protective equipment including safety glasses, hard hats, steel-toed boots, and gloves. If evidence of contamination is observed in any of the borings, the exploration at that location will be terminated and our findings discussed with you. Should personal protective equipment upgrades or special borehole sealing procedures become necessary, our scope of services will be discussed with you prior to commencing further drilling.

### **2.1.2 Boring Locations and Elevations**

Prior to notifying the Iowa One Call service, Terracon will provide boring layout by measuring distances from available reference features using a tape and estimating right angles. Surface elevations at the boring locations would be obtained by using differential leveling methods and reported to the nearest ½-foot. We anticipate using the existing school floor as a benchmark. The locations and elevations of the borings should be considered accurate only to the degree implied by these methods. If more accurate boring locations and elevations are desired, we suggest a land surveying/civil firm stake the borings and provide surface elevations at the boring locations to us.

### **2.1.3 Underground Utility Locations and Markings**

Terracon agrees to notify Iowa One Call of our intent to perform borings at the site at least 48 hours in advance of the field work and request location and markings for utilities that Iowa One Call is responsible for. All private underground utilities should be marked by others prior to commencement of drilling. Terracon can provide contact information for private utility location companies upon request.

### **2.1.4 Subsurface Exploration**

As requested, our scope of services would include performing eight (8) soil borings at locations selected by Facilities Cost Management Group, LLC. Two (2) borings will be performed in proposed parking and drive areas and six (6) borings will be performed in the building addition area. The building borings would be extended to depths of about 20 feet below existing grades, while the parking and drive borings would be extended to depths of about 8 feet below existing grades. All borings would be terminated if practical auger refusal is experienced.

Soil sampling will be in general accordance with industry standard procedures wherein thin-walled tube and/or split-barrel samples are obtained. Disturbed samples may also be obtained from the flight of the augers. Six samples will be obtained in the top 15 feet and one sample will be obtained at intervals of 5-feet thereafter for the remaining depths of the borings. We will also observe and record groundwater levels during and immediately after drilling operations. Once the samples

have been collected and classified in the field, they will be placed in appropriate sample containers for transport to our laboratory.

## **2.2 Laboratory Testing**

Portions of recovered samples will be tested in our laboratory to determine physical engineering characteristics. Testing will generally include visual soil classifications, moisture content, dry density and hand penetrometer and/or unconfined compressive strength tests where appropriate. Soil samples will be visually classified in general accordance with the Unified Soil Classification System (USCS).

## **2.3 Geotechnical Engineering Report**

Following the completion of the field and laboratory programs, geotechnical engineering analyses will be performed and a geotechnical engineering report will be prepared by or under the supervision of a civil/geotechnical engineer licensed by the State of Iowa. Our results will be summarized in the report, which will include and/or address the following:

- Computer-generated boring logs with soil stratifications based on visual soil classifications, sampling methods and intervals, standard penetration test (N) values, laboratory test results, and groundwater levels observed during and after drilling
- Site and Boring Location Diagrams
- Subsurface exploration procedures
- General project description
- Soil conditions existing
- Groundwater conditions existing
- Geotechnical design and construction recommendations for spread footing foundations including net allowable bearing pressure, bearing depth, and estimated settlement
- Geotechnical design and construction recommendations for slabs-on-ground
- Estimated seismic site class
- Lateral earth pressure recommendations
- Subsurface drainage recommendations, where applicable
- Earthwork recommendations including subgrade preparation for floor slabs and pavements, fill material types, and placement and compaction of fill

Please note that pavement thickness design recommendations are not included in our scope of services. We can provide these recommendations upon request, for an additional fee.

## **2.4 Performance Schedule**

We are aware that time is of the essence for this project. We anticipate beginning the subsurface exploration within three to five working days after receiving authorization to proceed, and the clearance of public and private site utilities. We anticipate the subsurface exploration will require one day to complete. Please note that in some instances, weather and/or site conditions can delay our drilling schedule; especially if limiting the amount of rutting is desired. Preliminary geotechnical information will be provided within about 5 working days after completion of field services, and our completed geotechnical engineering report will be submitted within 10 working days after completion of field services.

## **2.5 Conditions/Items to be provided by Client**

In order for us to provide final geotechnical engineering recommendations for the project, we will require that we be provided with building information including the floor elevations and building wall and column loads. Other items to be provided by the client include the right of entry to conduct the exploration and an awareness and/or location of any private subsurface utilities existing in the area. Terracon will be responsible to the extent that we drill in an area that a utility has been properly located and marked. Terracon will not be responsible to the extent any loss, damage, or injury is caused by the failure to mark a utility properly, or inaccurate and/or incomplete information provided by others. All private lines should be marked by others prior to drilling.

For the purposes of preparing our cost estimate, we considered that access to the boring locations should be performed with low ground pressure ATV-mounted drilling equipment to reduce the amount of ground disturbance. It should be noted that during the subsurface exploration, some property damage may result (i.e. rutting of the ground surface and damage to pavements). We will take reasonable measures to minimize this damage; however, restoration of any damage that occurs and compensation for damages are not part of our scope of services and fee for this project.

Upon completion of the subsurface exploration, the borings will be backfilled with bentonite chips and/or sand. The client should understand that some settlement of the borehole fill may occur. No future maintenance or filling of the holes is included in our scope of services and fee. Any excess soil cuttings from the borings would be disposed of on-site in an area designated by authorized facility personnel.

If there are any restrictions or special requirements regarding the site or exploration, these should be made known to us prior to commencing field work.

### **3.0 COMPENSATION**

Based on the service request, available project information, and the scope of services presented in this proposal, we propose a lump sum fee of \$4,675. If revisions to our scope of services are requested, we will contact you and prepare a supplemental proposal describing our additional services and fee for your approval, prior to initiating any additional services. Our invoice for the project would be submitted after completion of our geotechnical engineering report to the addressee of this proposal, unless we are notified otherwise.

### **4.0 AUTHORIZATION**

Work will be performed under the provisions of the attached Supplement to Agreement for Services. Authorization for Terracon to proceed can be issued by signing the attached Supplemental Agreement and returning a 'pdf' file of it to [jason.heinz@terracon.com](mailto:jason.heinz@terracon.com).

We appreciate the opportunity to provide this proposal and look forward to assisting you on this project.

Sincerely,  
**Terracon Consultants, Inc.**



Dave Cleary, REM  
Project Manager



Jason Heinz, P.E.  
Department Manager  
Geotechnical Services

Copies to:        2-client  
                      1-file

Attachments:    Supplement to Agreement for Services  
                      Certificate of Insurance specimen



## SUPPLEMENT TO AGREEMENT FOR SERVICES

### CHANGE TO SCOPE OF SERVICES AND FEES

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 04/16/2014, Agreement reference number P13140112) is between New Hampton Community School District ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

Refer to Terracon Supplemental Proposal No. P13175016 dated February 15, 2017

- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

Refer to Terracon Supplemental Proposal No. P13175016 dated February 15, 2017

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: **Terracon Consultants, Inc.**  
By:  Date: **2/15/2017**  
Name/Title: **Jason P. Heinz / Department Manager /**  
**Geotechnical Services**  
Address: **3105 Capital Way Ste 5**  
**Cedar Falls, IA 50613-7030**  
Phone: **(319) 277-4016** Fax: **(319) 277-4320**  
Email: **Jason.Heinz@terracon.com**

Client: **New Hampton Community School District**  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title: \_\_\_\_\_  
Address: **710 West Main St**  
**New Hampton, IA 50659**  
Phone: **(641) 394-2134** Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1312893 TERRACON CONSULTANTS, INC. 6612 CHANCELLOR DRIVE SUITE 102 CEDAR FALLS IA 50613	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : AIG Specialty Insurance Company	NAIC # 26883
	INSURER B : Travelers Property Casualty Co of America	25674
	INSURER C : The Travelers Indemnity Company	25658
	INSURER D : Lexington Insurance Company	19437
	INSURER E : The Charter Oak Fire Insurance Company	25615
INSURER F :		

## COVERAGES TERCO01

CERTIFICATE NUMBER: 12909460

REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTR'L LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N	N	PROP3779274	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	N	TC2J-CAP-131J3858 TJBAP131J3895	1/1/2014 1/1/2014	1/1/2015 1/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	TRKUB131J3846 (AZ,MA,WI) TC2OUB131J3742 (AOS)	1/1/2014 1/1/2014	1/1/2015 1/1/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	PROFESSIONAL LIABILITY	N	N	26030216	1/1/2014	1/1/2015	\$1,000,000 EACH CLAIM & \$1,000,000 ANNUAL AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: PROJECT #13145038; PROPOSED SCHOOL ADDITIONS - NEW HAMPTON CSD.

## CERTIFICATE HOLDER

## CANCELLATION

<b>12909460</b>  NEW HAMPTON COMMUNITY SCHOOL DISTRICT C/O FACILITIES COST MANAGEMENT GROUP, LLC 406 SOUTH 12TH STREET, SUITE 310 OMAHA NE 68102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  