

Whereupon, Council member Vandewater moved that the following resolution be adopted:

RESOLUTION 2024-56

A RESOLUTION AWARDING A PROPOSAL FOR THE EAGLE GROVE NORTHEAST NEIGHBORHOOD PLANNING PROJECT (WARD 1)

WHEREAS, the City Council of the City of Eagle Grove recently approved publishing a Request for Proposal from qualified firms for consulting services following the requirements under the Community Development Block Grant (CDBG) Neighborhood Revitalization Program for Ward 1, and

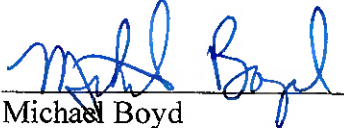
WHEREAS, the City Council of the City of Eagle Grove feel that it is in the best interest of the City and its residents to pursue a CDBG Neighborhood Revitalization Planning Project for Ward 1, and

NOW THEREFORE BE IT RESOLVED that the City Council of Eagle Grove, Iowa hereby approve and authorize the Mayor and City Clerk to execute an agreement with Bolton and Menk for planning and consulting services related to the Neighborhood Revitalization Project for Ward 1 on this 6th day of May, 2024.

The motion was seconded by Council member Weland and after due consideration thereof, the roll was called and the following Council members voted:

Ayes: Vandewater, Rampenn, Weland, Axtell, Lorenzen, Limerick
Nays:

Whereupon, the Mayor declared said this Resolution duly passed and adopted this 6th day of May, 2024.



Michael Boyd
Mayor

ATTEST:



Bryce Davis
City Administrator/Clerk

COST PROPOSAL

Bolton & Menk will provide the scope of services as described for an estimated fee of **\$25,000**. We will bill work following our standard hourly billing rates and will not exceed our estimate without prior authorization from Eagle Grove.

Bolton & Menk knows the importance of delivering a project on time and within budget. We have extensive internal quality controls to ensure efficiency of our staff and value to our clients. Bolton & Menk is experienced in dealing with the unexpected issues that may be encountered during a project. We will keep Eagle Grove informed and continually monitor the schedule and budget. We are committed to delivering quality projects and affirm our ability to provide services within the requirements of Eagle Grove.

A recent survey asked Bolton & Menk clients to rate us on a scale of 1-10 on our ability to meet a project budget and a project design schedule. They gave us an average of 9.3 on our ability to meet a budget and 9.5 on our ability to meet a design schedule.

Ability to meet budget



Ability to meet design schedule



WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS

As demonstrated throughout this proposal, Bolton & Menk is focused strongly on the successful delivery of this project. Ed and our team understand your need for a cost-effective project through all phases, our project management tasks outline specific tools to be implemented in Eagle Grove, beginning with a comprehensive project management plan delivered to the community. We will coordinate the work so all tasks and design elements are targeted to meet the contract schedule. Our commitment to on-time delivery also strengthens Bolton & Menk's ability to meet contract budget requirements. We look forward to presenting and discussing our schedule and budget management approach with you in more detail, including our success on similar projects.



ALLEE WENGERT

Community Engagement Lead

Allee will lead the communication plan and coordinate public outreach efforts.

Allee is a senior project communication specialist on the Bolton & Menk team who began her professional career in 2014. She is responsible for supporting clients to inform, involve, and connect with stakeholders and the public throughout project processes. Allee is an expert in digital and media engagement and analytics, event planning, graphic design, and management. Her passion for her work stems from her love of connecting with others. She says, "I love telling stories that inspire others! Communications is all about understanding the audience and delivering key messages in a way that will resonate with them."

SIMILAR EXPERIENCE:

- » MPDG Grant Application: Mobility Enhancements for Regional Growth and Equity, Greeley, CO
- » Northwest Central Commons Small Area Plan, Eagan, MN
- » Tyger River Recreation Region Master Plan, Upstate Forever, Spartanburg County, SC
- » Dog Park at Jones Park, Cedar Rapids, IA
- » Central Park Master Plan, Jones County Conservation, IA
- » LPP Shared Use Trail, Cromwell

SUPPORT STAFF



BRIANNA HOLDEN, PLA | Landscape Architect



FRANNIE NIELSEN | Planner



TREY ROUSE | Planner



RACHEL KOCH | GIS Project Manager



JENNI FAULKNER | Senior Planner



MADISON BURKE | Senior Funding Specialist



CASEY BYERS, PLA

Principal-in-Charge and Design/Landscape Lead

Casey will oversee the overall project effort and assist Ed in procuring the resources necessary for developing a plan for Eagle Grove. He will also lead the design tasks.

As a principal landscape architect, Casey focuses on helping communities implement projects that are beneficial to stakeholders and residents, alike. His experience in urban design, corridor planning, parks and recreation, and master planning spanning the project life cycle from concept development through construction and operations. His ability to build community support through conscious design, timeliness, and effective public facilitation has led to the successful completion of many projects backed by community support. A practice area leader for planning and urban design at Bolton & Menk, Casey's passion stems from his love for helping communities realize their vision, along with conveying the value of quality, technically sound, and environmentally conscious designs to the public. "We never stop learning and it is in our nature to help and teach others. My favorite part of what we do is the collaboration it takes to develop and implement creative solutions. It is that process of collaborating with our clients and bringing thoughtful ideas to the table that drives me."

SIMILAR EXPERIENCE:

Streetscape and Urban Design

- » Highway 14 Corridor Study, Marshalltown, IA
- » TH 24 Streetscape Improvements, Annandale, MN
- » TH 25 Alignment Study, Buffalo, MN
- » Entry Signage Enhancements, Savage, MN
- » Wayfinding Signage Master Plan, Buffalo, MN
- » Dodge Street Reconstruction, Algona, IA
- » Wayfinding Signage Master Plan, Marshalltown, IA
- » Wayfinding Signage Master Plan, Algona, IA
- » Grandview Avenue Corridor Reconstruction, Muscatine, IA
- » 2nd Street Reconstruction, Muscatine, IA
- » Platt Street Corridor Reconstruction, Maquoketa, IA
- » Downtown Streetscape Master Plan, Newton, IA
- » Downtown Historic Design Guidelines, Newton, IA
- » Mississippi Drive Corridor Revitalization, Muscatine, IA
- » **Downtown Streetscape Improvements, Iowa Falls, IA**
- » Erie Street Stormwater and Streetscape Improvements, Storm Lake, IA
- » Storm Lake City Hall Permeable Paving, Storm Lake, IA
- » The ARtery Corridor Improvements, Hopkins, MN
- » Hopkins TOD Development – LRT Station Plaza, Hopkins, MN
- » South Grand Boulevard – Great Streets, St. Louis, MO

Master Planning

- » The Legacy – Community Master Plan and Community Patterns Book, Carmel, IN
- » Community Master Plan, Battlement Mesa, CO
- » Developer Information Guidelines, Battlement Mesa, CO
- » Burlingame Ranch Affordable Housing Phase II, Aspen, CO
- » Wilder on the Taylor – Resort Community Development Plan, Crested Butte, CO



PROJECT TEAM

We recognize the value of a forward-looking project team that anticipates project challenges, empathizes with resident and stakeholder concerns, and doesn't shy away from doing the work to build project consent through a creative and comprehensive analysis of alternatives.

We have custom-built a team with this very experience. These individuals have track records of working with communities throughout Iowa and the Midwest and successful project delivery. Most importantly, they are enthusiastic and committed to meeting and exceeding your expectations.



ED SALEM, PhD

Project Manager

Ed will serve as your primary point of contact. He has the qualifications, experience, motivation, and work ethic to effectively manage and coordinate each project phase. Ed will be responsible for overall team management and all schedule, cost, public outreach, and scope management processes.

Ed is a senior planner at Bolton & Menk who began his career in 1991. He is responsible for oversight of design plans and completion of successful projects. Ed has extensive experience in many sectors, his areas of expertise lie in architecture, urban planning and design, housing, comprehensive planning, zoning, and historic preservation. Ed takes pride in his leadership abilities and enjoys being able to lead successful project plans for our client communities.

SIMILAR EXPERIENCE:

- » Comprehensive Plan, West Burlington, IA
- » Historic Preservation Design, St. Cloud, MN
- » Comprehensive Plan Update, Ely, IA
- » Planning Services, Windsor Heights, IA
- » Comprehensive Plan Update, Redfield, IA*
- » Downtown redevelopment project, Sanford, NC (CDBG)*

PROFESSIONAL BACKGROUND:

Director of Long-Range Planning Department, Sanford Municipality, NC, USA (Responsible for a department of 27 employees and reporting directly to city manager.)*

**Work completed before joining Bolton & Menk*

Involvement in design focused urban renewal capital works including:

- » Horner Boulevard-Main Street streetscape improvements, including the realignment of a key intersection to create a catalyst renewal site and improve traffic efficiency*
- » Steele Street/Moore Street streetscape improvements, including reclamation of road space for pedestrian and cyclist connections*
- » Hawkins Avenue/Weatherspoon Road streetscape improvements, including high street renewal and installation of public art*
- » Sanford's downtown redevelopment Program-Urban Regeneration*

OPTIONAL SERVICES – (ADDITIONAL COST)

Public Workshop #1 - Community Listening Sessions

We will conduct 1 workshop of small stakeholders group listening session to learn more about the neighborhood issues, and whether there are wide consensus or divers of viewpoints between the community stakeholders.

NEIGHBORHOOD DESCRIPTION

- » Maps indicating neighborhood boundaries, amenities, and key features
- » Photos showcasing the current state of the neighborhood
- » General description highlighting its character, diversity, and community spirit

DEMOGRAPHICS

- » Statistical data including estimated population, number of households, LMI (Low to Moderate Income) population, and socioeconomic indicators

PUBLIC WORKSHOP #2 - WHERE ARE WE AND WHERE ARE WE GOING?

Understanding the diverse needs of residents within the Northeast Neighborhood is essential for developing targeted interventions that address systemic challenges and enhance community well-being. This workshop aims to identify key needs across various domains, including public infrastructure, public safety, recreation, economics, housing, and other community priorities.

- » Our Website (StoryMap) will launch with up-to-date information on the project (Optional -Additional Cost)
- » Online community public comment board (INPUTid) (Optional –For additional evaluation Signs of
- » Additional Blight in the neighborhood research and analysis

BOARDED-UP BUILDINGS: Vacant properties boarded up with plywood or other materials signify abandonment and neglect, signaling blight within the neighborhood.

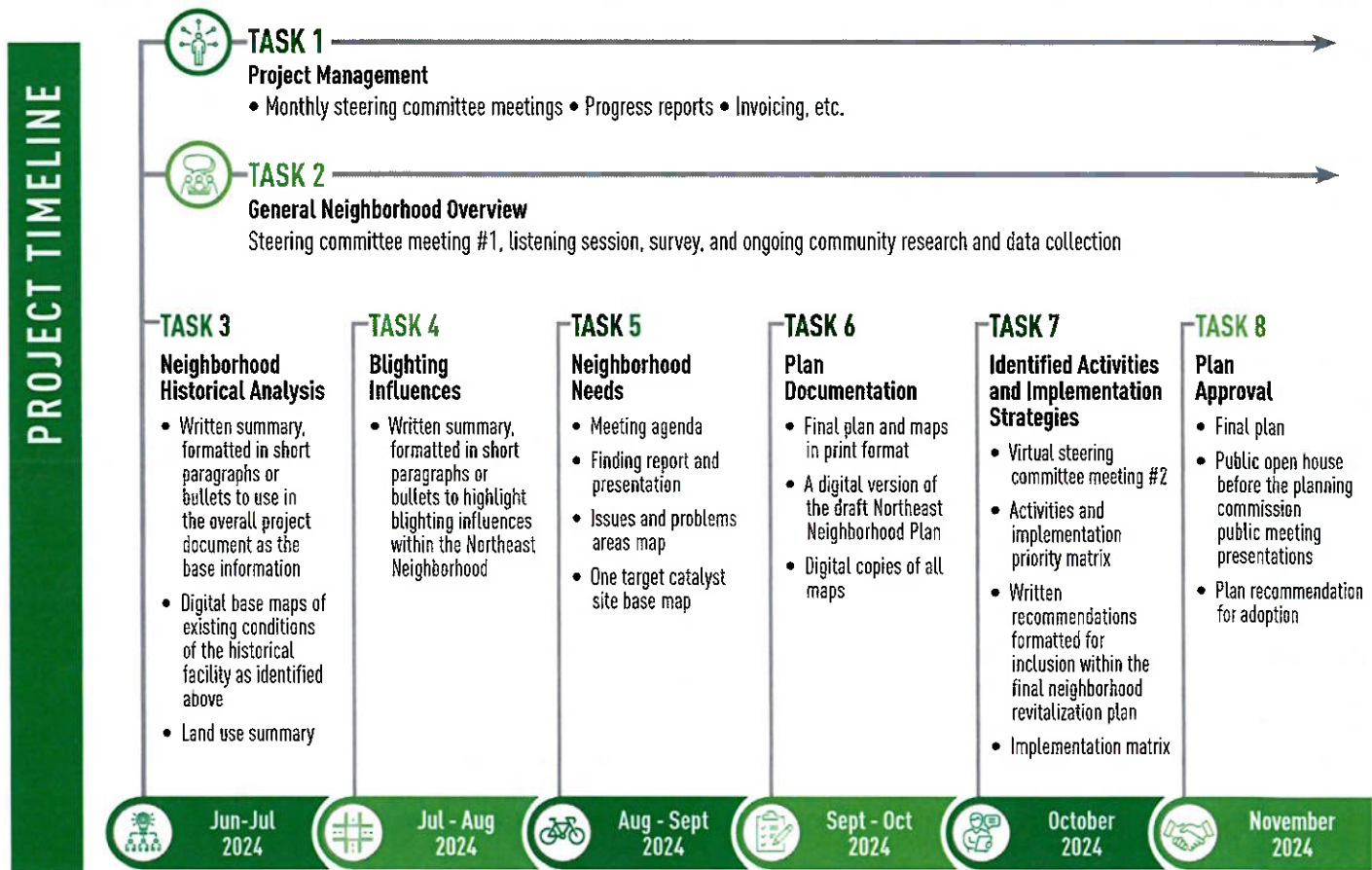
OVERGROWN LOTS: Untended green spaces overrun with weeds, trash, and debris detract from the visual appeal of the neighborhood and indicate a lack of community maintenance.

GRAFFITI AND VANDALISM: Defaced buildings, bridges, and public infrastructure with graffiti tags and vandalism serve as visible indicators of social disorder and blight.

PROLIFERATION OF TRASH AND LITTER: Accumulation of garbage, litter, and discarded items in public spaces and alleyways reflects a disregard for community cleanliness and contributes to blight.

PRESENCE OF SQUATTERS: Occupancy of abandoned properties by squatters or unauthorized individuals signifies property abandonment and poses safety risks to residents and neighboring properties.

Upon selection, Bolton & Menk will collaborate with city staff and partners to revise and update the schedule for successful project delivery.



TASK 5: NEIGHBORHOOD NEEDS - (AUGUST - SEPTEMBER)

This section should identify the existing needs within the neighborhood from a public infrastructure, public safety, recreational, economic, and housing perspectives. Other community needs may also be identified.

TASK 5 DELIVERABLES

- » Meeting agenda
- » Finding report and presentation
- » Issues and problems areas map
- » One target catalyst sites base map

Following the second workshop, we will meet with the Steering Committee to review the initial ideas and suggestions developed during the workshop. We'll approach these events as working sessions rather than public hearings, and always view ideas as "works in progress."

TASK 6: PLAN DOCUMENTATION - (SEPTEMBER - OCTOBER)

This section should review the development of the plan including an outline of the methods used and data received, especially the data received from public outreach efforts.

Bolton & Menk will draft the final plan once concepts are approved by the steering committee. We will also assist city staff with the adoption as needed. The draft version of the plan will contain the planning process, vision, goals, policies and recommendation within a highly illustrative final report.

All previous tasks will lead to this phase. The outcome of this project will combine landscape architecture, urban design, branding, land use planning, and transportation in a way that strikes an appropriate balance of functionality, beautification, and fiscal feasibility.

However, just a report as a deliverable cannot suffice and would not do the Northeast Neighborhood Plan justice. The final product must be just as contemporary, usable, and accessible as the strategies within it. We propose a digital plan version for online access 24/7.

The final document will be arranged to summarize the public engagement process and provide the aspiration vision for the future. The document will provide the existing conditions summaries, the identification of opportunity infill, catalytic sites, and relevant existing neighborhood condition assessment.

The final deliverable will be a usable document the city and stakeholders will use to make continual forward progress knowing that the vision was built on community consensus and a unified desire to have a vibrant, inclusive, unique neighborhood where everyone can feel at home.

TASK 6 DELIVERABLES

- » Final plan and maps in print format
- » A digital version of the draft Northeast Neighborhood Plan
- » Digital copies of all maps and associated ESRI GIS files as appropriate

TASK 7: IDENTIFIED ACTIVITIES AND IMPLEMENTATION STRATEGIES - (OCTOBER)

Based on the information obtained, data collected, and public input this section will outline the projects, programs, and efforts that should be considered by the city to revitalize the Northeast Neighborhood and identify a list of prioritized activities that the city would like to proceed with over the next five to ten years.

Virtual Steering Committee Meeting # 2 - Activities and Implementation Priority Matrix

Bolton & Menk's fundamental goal is to provide Northeast Neighborhood with a strategic vision that has lasting effects. Many of our team members have taken projects from concept to implementation, which is possibly one of the most valuable characteristics of our team.

Drawing upon the information obtained from community engagement, data analysis, and expert input, this section will outline a comprehensive set of projects, programs, and efforts aimed at revitalizing then Northeast Neighborhood. These identified activities will address key needs and priorities identified by residents and stakeholders, fostering community renewal and empowerment. In addition, we will furnish an implementation matrix featuring key elements such as action steps, champions, partners, priority tasks, timeframe, and funding details. Our approach considers phased project implementation, cost considerations, maintenance responsibilities, funding sources, critical connection locations, and other mechanisms to facilitate the City of Eagle Grove in implementing the plan recommendations.

TASK 7 DELIVERABLES

- » Written recommendations formatted for inclusion within the final neighborhood revitalization plan
- » Implementation matrix

TASK 8: APPROVAL PROCESS (NOVEMBER)

Bolton & Menk will provide the final plan once the draft is approved by the steering committee and presented to the: steering committee, city staff, planning commission, and the city council.

Any comments from the above entities will be addressed and the final plan will be adopted and posted online.

TASK 8 DELIVERABLES

- » Adopted plan and maps
- » Presentation to city council and planning commission
- » PDFs and original files of the final plan

TASK 3: NEIGHBORHOOD HISTORICAL ANALYSIS - (JUNE-JULY)

The Northeast Neighborhood holds a rich historical tapestry woven through decades of cultural significance and community resilience. This section aims to delve into its past, exploring the cultural heritage that shaped its identity and the underlying factors contributing to its potential decline.

This historical analysis will set the stage for a comprehensive understanding of the Northeast Neighborhood, laying the groundwork for targeted interventions aimed at revitalizing its cultural heritage and addressing the challenges impeding its resurgence.

- » Explore the history and cultural significance of the neighborhood, including any notable landmarks, events, or communities
- » Highlight any historical preservation efforts or cultural assets that could be leveraged in the revitalization process
- » We anticipate this assessment to include:
 - Historical background
 - Cultural history
 - Reasons for potential decline

As we delve deeper into the revitalization efforts for the Northeast Neighborhood, understanding its historical context and the root causes of its decline will be instrumental in formulating effective strategies for sustainable renewal and community empowerment.

TASK 3 DELIVERABLES

- » Written summary, formatted in short paragraph or bullets to use in the overall project document as the base information
- » Digital base maps of existing conditions of the historical facility as identified above
- » Land use summary

Community Responsibilities - We ask that you provide the following information:

- » Building permit data
- » Mapping or recently completed plats
- » Additional economic development, job, housing (including regional), and
- » Planning studies that are relevant to the work
- » Arranging time and place for presentation
- » Notifying stakeholders of presentation
- » Managing any desired publicity
- » Available land use, transportation, public infrastructure, and public space GIS data
- » Available public-facing property data i.e. acreages, market values, and taxes
- » Any recent traffic data, counts, or crash data
- » Relevant environmental condition or investigation data, as available
- » Building condition and use inventory, for use in creating a final graphic

ADDITIONAL DATA SOURCES WE USE FOR ANALYSIS

- » Census and ACS Data for demographics and household information, trade area analysis
- » ESRI Business Analyst for market planning, customer segmentation, and related data
- » U.S. Bureau of Labor for Workforce Data
- » County Business Patterns data set for industry cluster analysis

TASK 4: BLIGHTING INFLUENCES - (JULY - AUGUST)

Disruptive influences within the Northeast Neighborhood contribute to its blight and highlight signs of deterioration requiring urgent attention. We will be researching and identifying the following factors that present a negative impact:

VACANT PROPERTIES: Abandoned or vacant properties serve as focal points for blight within the neighborhood, attracting illegal dumping, vandalism, and criminal activity.

PROPERTY DISREPAIR: Neglected maintenance and upkeep of residential and commercial properties contribute to blight, detracting from the aesthetic appeal and property values of the neighborhood.

CRIME AND SAFETY CONCERNS: High crime rates, including vandalism, theft, and drug-related activity, create a pervasive sense of insecurity among residents and deter investment and economic development.

INFRASTRUCTURE DEFICIENCIES: Aging infrastructure, including deteriorating roads, sidewalks, and public utilities, detracts from the neighborhood's livability and hinders residents' quality of life.

LACK OF ECONOMIC OPPORTUNITY: Limited job prospects and economic stagnation exacerbate blight within the neighborhood, fostering disinvestment and population decline. Identifying and addressing these negative influences and signs of deterioration are critical steps in revitalizing the Northeast Neighborhood, fostering a sense of pride, safety, and prosperity among its residents.

- » Identify blighting factors such as vacant properties, crime rates, infrastructure deficiencies, and environmental hazards
- » Document any special conditions impacting the neighborhood's livability or economic viability
- » Analyze the factors contributing to the decline of the neighborhood, such as economic shifts, demographic changes, or disinvestment
- » Consider any systemic issues or policy decisions that have negatively impacted the area

By recognizing these factors and signs of blight, stakeholders can work collaboratively to implement targeted interventions that promote community renewal and revitalization.

TASK 4 DELIVERABLES

- » Written summary, formatted in short paragraph or bullets to highlight blighting influences within the Northeast Neighborhood

TASK 1: PROJECT MANAGEMENT (JUNE – NOVEMBER)

Bolton & Menk will effectively manage the Northeast Neighborhood Revitalization project, coordinating all staff, tasks, resources, and budget to meet the project's goals. We will work in close collaboration with city staff, facilitating regular interactions with key committees and stakeholders. Our approach will ensure all aspects of project management, including equipment and documentation, are handled with precision and efficiency.

Bolton & Menk's project manager will serve as a single point of contact and will ensure the team is efficiently managed, adequate resources are available, submittals are timely, quality control processes are used, and invoices are provided in a timely fashion.

Engagement Touchpoints

- » Community Survey
- » Project Website
- » Public Open House before PC
- » Steering Committee Meeting (2)
- » Public Hearing for Adoption (1)

TASK 1 DELIVERABLES:

- » Project kickoff meeting
- » Meeting agenda and meeting follow-up
- » Monthly coordination meetings with city staff, plus additional meetings as needed
- » Invoices submitted monthly, detailing activities, and quality control checks
- » Finalized project schedule identifying project milestones and tentative meeting dates

TASK 2: GENERAL NEIGHBORHOOD OVERVIEW - (JUNE – JULY)

This section will include maps, photos, a general description of the neighborhood, and general statistical information including estimated population, number of households, LMI population, and socioeconomic data.

Virtual Steering Committee Meeting #1: Listening Sessions

- » Steering Committee Meeting #1- to present the work plan, process, and timeline completing the plan by November 15th, 2024
- » Present to the committee an initial neighborhood overview report and the public online survey

Community Online Survey Actions

- » Prepare an online public survey to be completed by steering committee, stakeholders, and public
- » Identify stakeholder groups represented of the entire community

Project Website Actions

We will develop a webpage devoted to the Northeast Neighborhood Plan and incorporate it into the city website. The website will be used for project information, upcoming events, opportunities to learn more and get involved, and options for public comment.

We have received strong, positive feedback on creating and maintaining project websites for municipal clients and linking this to the city's website.

Data Review/Emerging Themes/Big Ideas Actions

We will collaborate with city staff and the steering committee to pinpoint essential stakeholders crucial for achieving consensus.

- » Facilitate a stakeholder meeting. These meeting will be organized with interest groups within the study area
- » Facilitate a community open house to inform the general public about the project, share the data collected to date, and ask for input regarding emerging themes among the data

Community Online Survey Actions

- ✓ Prepare a survey to be completed by steering committee, stakeholders, and public
- ✓ Identify stakeholder groups represented of the entire community

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Data Review/Emerging Themes/Big Ideas Actions

- ✓ We will work with city staff and the steering committee to identify critical groups that will be critical for reaching consensus
- ✓ Facilitate a stakeholder meeting. These meeting will be organized with interest groups within the study area
- ✓ Facilitate community open house to inform the general public about the project, share the data collected to date, and ask for input regarding emerging themes among the data

TASK 2 DELIVERABLES

- » Public engagement plan
- » Meeting agenda, presentation, and follow-up
- » Written summary, formatted in short paragraph or bullets to use in the overall project document

Community Responsibilities:

- » Arranging time and place for events
- » Notifying stakeholders and steering committee members
- » Managing correspondence with stakeholders
- » Managing any desired publicity and public notices

PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

The City of Eagle Grove is embarking on a transformative journey to shape its northeast neighborhood into a vibrant destination that mirrors the collective vision of the community. Acknowledging the limitations of conventional consulting and planning methods, Bolton & Menk is poised to bring its multidisciplinary expertise and extensive experience to the table. We are dedicated to weaving together diverse interests into a unified vision, promoting collaboration, and introducing innovative solutions. We're dedicated to efficiently implementing new goals, objectives, and policies for the northeast neighborhood's successful transformation.

The city is going through changes in its economy, demographics, and infrastructure, leading to a decline, especially in older neighborhoods. To address this, it's critical we develop a strong engagement plan. Bolton & Menk supports a customized approach that delves into core concerns and explores innovative opportunities, drawing lessons from successful initiatives in other communities. This tailored strategy is crucial for genuinely revitalizing the northeast neighborhood, making it a thriving and inviting place.

Our emphasis will be on the scope of the study to create a document that:

1. Identify catalyst projects to kick start revitalization
2. Prioritizing projects according to community needs
3. Provide cost estimate for these projects

THE NEIGHBORHOOD REVITALIZATION PLAN WILL:

- » Engage proactively with city, neighbors, business owners, and the broader community
- » Gather input from diverse sources, ensuring a wide range of perspectives
- » Develop a unifying vision for the community
- » Propose an urban design aesthetic that highlights a distinctive identity
- » Champion development policies aligned with Eagle Grove's vision and past initiatives
- » Pinpoint potential conflicts and divergent opinions, fostering common-ground goals and enhancing community cohesion
- » Integrate both historical and contemporary elements.
- » Connect business, civic, and residential areas through cohesive streetscape designs

- » Suggest public spaces for communal gatherings, public art installations, and heritage celebrations
- » Prioritize multimodal transportation options to achieve a balanced flow between bicycles, pedestrians, and auto traffic
- » Propose traffic calming measures, safety enhancements, and accessibility compliance.
- » Promote comprehensive complete streets policies
- » Provide recommendations for transition and buffering strategies to enhance quality of life and mitigate impacts
- » Identify funding sources and resources to effectively implement the proposed recommendations

Bolton & Menk will translate community-led visions and priorities into a practical and actionable plan on time and on-budget.

PROJECT APPROACH

Bolton & Menk will actively involve stakeholders and the community at all levels in crafting the Northeast Neighborhood Plan, with a strong focus on complete street planning to enhance safety and connectivity. Our approach centers on extensive public engagement, ensuring that the resulting plan is a true reflection of the community's diverse needs and aspirations. We'll develop a clear, concise final plan, designed for easy online sharing and effective progress tracking by the city.

Our team at Bolton & Menk stands out for its diversity, comprising professionals with a wide range of skills, backgrounds, and experiences. This rich mix of expertise ensures a well-rounded approach to every aspect of the project, from technical planning to community engagement.

Additionally, our team members have hands-on experience in both the planning and implementation phases of similar projects, bringing invaluable insights and proven strategies to the table. This collective experience positions us to deliver an innovative yet grounded and actionable plan, guiding the Northeast Neighborhood toward a safer and more integrated future.



Reference: Erin Chambers | Planning and Zoning Director
641-792-6622 | ErinC@newtongov.org

DOWNTOWN MASTER PLAN CITY OF NEWTON, IOWA

Newton, Iowa is rich in historic character and has the backbone often found in small town communities- a hard-working community excited about preserving the essence of their community. Our team was selected to create a pathway for helping Newton strengthen their downtown streetscape environment and create a guideline for historic preservation within the downtown historic district. The city's vision was to improve the character of downtown and create a place unique to the surrounding city that demonstrated the history of Newton.

As a Main Street Iowa community and with the recent designation on the National Register of historic places, there has been increasing support for community-wide improvements and preserving historic character. Bolton & Menk understood the city's vision and assisted by creating a streetscape master plan that addressed specific opportunities for improvements that would improve public safety, accessibility, aesthetics and longevity, in both an economically and environmentally sustainable fashion.

Bolton & Menk executed a comprehensive public facilitation process that allowed for multiple opportunities to collect community feedback and involve community members throughout the design process. Our team used several avenues to gather input including open houses, multiple stakeholder meetings, preference surveys, and interactive polling sessions. The resulting streetscape master plan and historic preservation design guidelines represent a community supported effort that will guide the city in public improvements within the downtown district. The final documents provide conceptual ideas that are based on technically sound practices, promoting sustainability and long-term strategies for preserving and enhancing the historic character of downtown Newton.





Reference: Jacob Tjaden | City Administrator
 515-295-2411 | jtjaden@algonaiowa.gov

ALGONA: CRAFTING A SUSTAINABLE COMMUNITY VISION

WAYFINDING MASTER PLAN

The City of Algona wanted to improve wayfinding throughout the community, further establish the city’s brand identity, and reduce long-term maintenance of existing and proposed signage. Through a series of public outreach meetings, discussions with staff, and analysis of the existing system to determine needs, the Bolton & Menk team developed a comprehensive wayfinding plan for the community which included a signage hierarchy with unique character representative of Algona, identification of key locations and content for wayfinding, and a phasing and maintenance plan for the community as a whole, noting high-priority areas and districts.

STREET IMPROVEMENTS PROJECT

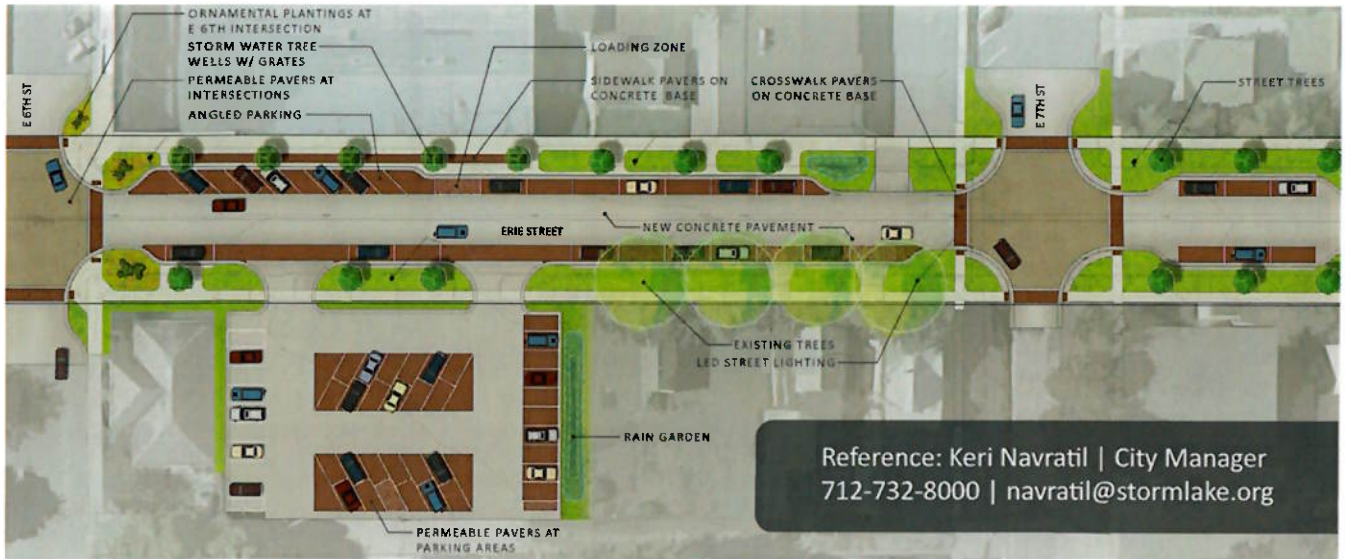
The existing asphalt streets throughout the City of Algona were aging, deteriorating, and showing signs of distress. The city worked with Bolton & Menk to develop a comprehensive street improvement plan to get the best overall value for the city in a short period of time. Resurfacing the existing residential streets with asphalt was the most cost-effective option, allowing the city to spread its taxpayer dollars further and improve more streets in a shorter timeframe than traditional reconstruction options.

2021 STREET IMPROVEMENTS

The City of Algona had various deteriorating streets that influenced the development of a 10-year plan to improve city street infrastructure. For the first phase of the project, Bolton & Menk developed a plan to perform an asphalt mill and overlay on various streets. Numerous driveways and ADA sidewalk ramps were improved in this phase, as well. Upon completion, the first phase of the street improvement project provided smoother and wider city streets, improving safety and ride quality for pedestrians, commuters, and residents, alike.

ADDITIONAL COMMUNITY EXPERIENCE:

- » 2022 N McCoy Street & Utility | Construction Phase Services, Preliminary and Final Design
- » 2023 Finn Drive & Wooster Street | Design Engineering & Bidding Services
- » Central Park Improvements | Design and Construction Services
- » City Street Shop Improvements | Stormwater and Preliminary Design
- » Downtown Cultural District Master Plan | Analysis and Draft Plan Development
- » Airport Projects | Hangar Design and Runway Extension
- » 2024 General Engineering



STORM LAKE: ACHIEVING A LONG-TERM COMMUNITY VISION

DOWNTOWN STORMWATER PLANNING

As city engineer, Bolton & Menk worked with city staff to identify high priority redevelopment areas in Forest Lake's downtown corridor. Stormwater regulation has been very challenging to meet in this corridor, so the city worked closely with the watershed district to identify regional opportunities for stormwater treatment and establish agreement language to secure approval for developers.

2022 COMPREHENSIVE PLAN

[On-going] The City of Storm Lake is working to develop an updated vision for the future—a vision that provides appropriate services to its citizens by encouraging the right type of growth in the right places. The city has placed significant emphasis on community engagement of all stakeholder groups within the community to ensure the vision is representative of all. To date, the process is focusing on the need for available housing, especially for the workforce that has been attracted within the industrial sector.

STORM LAKE/EAST CENTRAL BASIN CDBG STUDY

Flooding occurred with just 3 inches of rain because of an inadequate storm sewer system. Bolton & Menk developed a one-of-a-kind green infrastructure stormwater system that eliminated flooding and significantly improved the quality of water runoff into Storm Lake.

Rainwater is funneled into bioswales along the treatment route. Some of the water is used by plants, the rest is sent through an underground sand and gravel filter, into a pipe system, and onto the next treatment feature, making its way to Storm Lake. The treatment train naturally removes up to 80 percent of phosphorus from the rainwater. This approach saved more than \$150,000 in construction versus a traditional approach of piping unfiltered stormwater directly into Storm Lake. This is the first time this underground filter system has been used in Iowa.

ADDITIONAL COMMUNITY EXPERIENCE:

- » 2024 Memorial Road | Construction Services
- » FEMA HMA Lift Stations | Design Engineering & Bidding Services
- » ArcGIS Online Deployment | GIS Services
- » Highway 7 and 110 Intersection | Construction Engineering Services
- » Runway 17/35 Edge Lighting | Design Services
- » Water & Wastewater Operations | Engineering Services
- » General Engineering | 2024 and 2023

SIMILAR EXPERIENCE

Our team has led numerous similar neighborhood revitalization and community planning projects. The following projects highlight our extensive experience in communities similar to Eagle Grove. We are happy to provide additional project examples or references as requested.



Reference: Julia Badenhope | Community Visioning Program Director
Iowa State University | 515-294-3721 | jmb@iastate.edu

IOWA'S LIVING ROADWAYS COMMUNITY VISIONING PROGRAM

IOWA STATE UNIVERSITY

The Iowa Living Roadways Community Visioning Program is designed to aid Iowa's small communities in funding enhancements to transportation-related improvements. By pairing communities with a landscape architect, Trees Forever facilitator, and design interns, this design team facilitates and prepares community-based master plans. The end product is a set of designs for use in future grants, along with companion information such as opinions of probable costs. Elements in the final recommendation for each community vary widely but often incorporate wayfinding signage, corridor enhancements, and improved circulation infrastructure. Downtown redevelopment is also typically discussed during the process.

The Bolton & Menk staff have been integral in the Community Visioning Program, working with 16 communities for more than a decade:

- » Strawberry Point
- » Grundy Center
- » Sheldon
- » Vinton
- » Shelby
- » Guthrie Center
- » Odebolt
- » Woodbine
- » Glenwood
- » Lansing
- » Elk Horn
- » Kimballton
- » Prairie City
- » Schaller
- » Paullina
- » Perry
- » Van Meter
- » Kalona

This intensive public outreach program develops a framework for future projects by working with the community as a whole through a series of public outreach meetings. Information about the communities is gathered through one-on-one meetings, community surveys, and community open houses.

IOWA CDBG FUNDING SUCCESS

With a history of helping our clients find manageable sources of funding, we work to identify and secure outside grants and low interest loans from a variety of federal, state, local, and private sources. In Iowa alone, we have helped secure nearly \$6.5 million in CDBG funding.

FUNDING SOLUTIONS FOR SIMILAR PROJECTS

Finding funding sources for municipal infrastructure projects can be a challenge at times. Bolton & Menk has the expertise to assist the City of Eagle Grove in this area with our knowledge of current programs, relationships with funding agencies, and a thorough understanding of application processes.

IDENTIFY GRANT OPPORTUNITIES

Bolton & Menk will continue to assist Eagle Grove with identifying and pursuing applicable grant opportunities. We can identify programs and prepare grant applications through multiple administering agencies. Agencies we will look to pursue funding for Eagle Grove projects include: US DOT, US EDA, USDA, IEDA, Iowa DNR, Iowa DOT, Iowa Rural Development Council, and many more.

WE CARE

We consider projects from your perspective and treat you as a partner—because your best interest is our best interest.

POSITIONING YOUR PROJECT FOR SUCCESS

Many project funding opportunities have varying application deadlines and project completion requirements. We help position your project so it's ready to go when the time is right. CIP review meetings help us prioritize your needs and objectives to put your funding application in the best position to win funds. We ensure swift alignment of applications for competitive funding opportunities as they arise.

FROM APPLICATION TO PROJECT COMPLETION

We thoroughly understand the funding process and have the internal expertise to write effective grant applications. We also have experience and will assist Eagle Grove with future LMI studies if one should be needed. From determining the sample size to tabulating results and establishing the community's LMI, we can then work with the city to prepare the grant application, establish the public hearing, and ensure a thorough CDBG application is submitted. We don't stop there. Once funding is secured, we can assist you with administrative services including environmental reviews, prevailing wage monitoring, document regulatory compliance, and project finalization and closeout.

Client	Project	Funding Amount	Administering Agency	Type
City of Minburn	Water System Improvements	\$2,000,000	USDA Rural Development	Congressionally Directed Spending
City of Elkhart	Main Street Reconstruction	\$300,000	Iowa Economic Development Authority	Community Development Block Grant (CDBG)
City of Perry	Frog Creek Campground	\$100,000	Iowa Department of Natural Resources	Resource Enhancement and Protection (REAP)
City of Perry	Downtown Improvements Phase 1	\$250,000	Iowa Department of Agriculture	Water Quality Initiative (WQI)
City of Perry	Wastewater Design	\$600,000	Iowa Economic Development Authority	Community Development Block Grant (CDBG)
City of Windsor Heights	Colby Park Improvements	\$20,000	Delta Dental	Rethink Your Drink - Outdoor Filling Stations
City of Ely	Safety Action Plan	\$96,000	US Department of Transportation	Safe Streets and Roads for All (SS4A)
City of Lime Springs	2024 Street and Utility	\$5,507,000	Iowa Department of Natural Resources	State Revolving Fund (SRF)
City of Newton	2021 General Engineering Services	\$102,420	Iowa Department of Transportation	Traffic Safety Improvement Program (TSIP)
City of Newton	Downtown Dog Park	\$20,000	Prairie Meadows	Community Betterment Grant
City of Jefferson	WWTF Improvements	\$500,000	Iowa Finance Authority	Water and Drinking Water Treatment Financial Assistance Program (WTFAP)
City of Jefferson	Runway 14/32 Extension	\$2,622,341	Federal Aviation Administration	FAA Funding
City of Des Moines	Stone Park Land & Water Grant	\$200,000	Iowa Department of Natural Resources	Land & Water Conservation Fund (LWCF)
City of Algona	East Industrial Park Expansion	\$732,013	Iowa Department of Transportation	Revitalize Iowa's Sound Economy (RISE)
City of Altoona	ICAAP Grant Application	\$75,888	Iowa Department of Transportation	Iowa Clean Air Attainment Program (ICAAP)
City of Hartley	Trail Project	\$20,000	Iowa Economic Development Authority	Rural Enrichment Grants
City of Early	2020 WTF Improvements	1,000,000	Iowa Department of Natural Resources	Capitalization Grant
City of Indianota	City Square Reconstruction	\$1,700,000	Iowa Finance Authority	State Revolving Fund (SRF) Water Resource Restoration Sponsored Project
City of Marshalltown	Edgewood Road Extension	\$2,956,849	US Economic Development Administration	US EDA Grant
City of Glidden	2019 Sidewalk/Parking Lot	\$10,000	AARP	Community Challenge Grant



BOLTON & MENK

FIRM PROFILE

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

The Bolton & Menk planning and urban design staff helps clients plan and design their future. Rooted in skilled technical analysis, visionary yet practical insights, and intentionally inclusive public engagement, our team facilitates community-centered consensus for buildable, sustainable solutions. Bolton & Menk helps solve multifaceted problems with technical, regulatory, funding, and community expertise. We deliver plans and designs for projects that transcend expectations.

Our planning, placemaking, and policy practice area focuses on delivering innovative solutions for master plans, small areas, districts, transit-oriented development, corridors, private development feasibility, parks, trails, and placemaking. Alongside our expertise in transportation, water resources, funding, project communication, and related services, we offer a comprehensive approach for communities looking to make their vision a reality to help create and maintain great places. Today, Bolton & Menk has more than 950 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

We promise every client two things: we'll work hard for you and we'll do a good job. At the end of the day, we're **Real People** offering **Real Solutions**.

Solutions Provided

- » Civil/Municipal Planning & Engineering
- » Planning & Urban Design
- » Environmental Planning & Permitting
- » Construction Administration & Inspection
- » Land Surveying
- » Geographic Information Systems
- » Project Funding Support
- » Project Communication
- » Transportation Planning & Engineering
- » Structural Services
- » Aviation Services
- » Water & Wastewater Engineering
- » Water Resources Engineering
- » Creative Studio Services

May 1, 2024

Bryce Davis | City Administrator
121 N Commercial Ave
Eagle Grove, IA 50533

**Re: Proposal for Northeast
Comprehensive Neighborhood
Revitalization Project |
Phase 1 Planning Services**



430 E. Grand Avenue | Suite 101
Des Moines, IA 50309
515-259-9190 | Bolton-Menk.com

Contact:
Ed Salem, PhD
515-415-0375
Ed.Salem@bolton-menk.com

Dear Bryce and Justin,

The 2016 Eagle Grove Comprehensive Plan lays a strong foundation for community development and urban revitalization but requires a holistic strategy that is transformative yet preserves the quality and character of stable residential neighborhoods. The city continues to experience economic shifts, demographic changes, and infrastructure inadequacies which have contributed to its slow growth, affecting older neighborhoods. Our proposed team and processes bring the expertise needed to revitalize Eagle Grove's Northeast neighborhood, fostering prosperity for the future. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of the revitalization project.

A CONSULTANT WITH LOCAL EXPERTISE - With offices in Algona, Ames, and Des Moines, our team leverages crucial local insights to directly understand and address Eagle Grove's specific challenges. This localized approach ensures we meet the community's needs effectively. We're working closely with the city on improvement projects for their wastewater treatment facility, sanitary sewer, and lift stations in the northwest segment. Through these projects, we've gained a deep understanding of the community and become familiar with both city and utility staff, as well as the layout of the city. Bolton & Menk has a strong track record of successful collaborations and our goal is to build long-term relationships.

EXPERIENCED AND COMMITTED PARTNER - The Bolton & Menk team brings a passionate group of people together representing a broad set of skills: community planning, urban design, infrastructure analysis, mobility (cars, people, bikes, buses), economic/market analysis, zoning, and regulatory tools, place-making, and park planning. Our team is familiar with growing demands for redevelopment and infill development near exciting, vibrant, and rapidly changing urban environments that the City of Eagle Grove represents. The rationale behind increasing development intensity in well-suited locations may be evident to planners, realtors, builders, designers, and investors. However, existing residents (long-time or new to the area) may not always share the same perspective or understanding. Urban design balance requires creative solutions, strategic infrastructure planning, openness to change, and adaptive design to minimize adverse impacts.

MULTI-SERVICE EXPERTISE - Critical to all of these tasks is the ability of our team of professionals to provide leadership, creative thinking, technical expertise, listening and verbal communications, graphic and written communications, flexibility and adaptability, and consensus building. Bolton & Menk excels at planning processes with challenging issues that require collaboration with stakeholders to problem solve and find win-win solutions. As planners, we understand a neighborhood plan needs to be implementable and fiscally sound. Our leadership and participation with you to complete the neighborhood plan will involve:

- » Fresh ideas, creativity, and innovation
- » Recommendations that inspire visionary thinking yet are grounded in practicality
- » Clear methodologies and tools to bring efficiency to the planning process and design decisions
- » Community engagement is inclusive and informative
- » A custom approach—you will see in our portfolio of projects that each vision, analysis, and plan is created specifically for the community—its context, purpose, and desired future

Bolton & Menk is committed to delivering tailored solutions for Eagle Grove's urban challenges, adhering to the RFP terms and conditions. I will serve as your lead client contact and project manager. Please contact me at 515-415-0375 or Ed.Salem@bolton-menk.com if you have any questions regarding our proposal. We look forward to talking with you further about our qualifications and approach to this challenging and exciting project.

Respectfully submitted,
Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read 'Ed Salem', is written over the printed name.

Ed Salem, PhD | Project Manager