



HARDIN COUNTY
Board of Supervisors

Wednesday, July 29, 2020

NOTICE: Public attendance at public meetings is restricted due to COVID-19 concerns. To access and participate in the meetings remotely, please call 641-939-8108 for meeting information.

1. 9:00 A.M. Call To Order
Courthouse Large Conference Room
2. Pledge Of Allegiance
3. Approval Of Agenda
4. Approval Of Minutes

Documents:

[07-22-2020 MINUTES.PDF](#)
[07-23-2020 MINUTES.PDF](#)

5. Approval Of Claims For Payment

Documents:

[VENDOR PUBLICATION REPORT 7-29-20.PDF](#)

6. Utility Permits & Secondary Roads Department
7. Resolution Establishing Speed Limit On County Highway S75 Between County Highway D65 And 340th Street

Documents:

[MID IOWA COOPERATIVE LETTER RE SPEED REDUCTION.PDF](#)
[RESOLUTION ESTABLISHING SPEED LIMIT ON COUNTY HIGHWAY S75.PDF](#)

8. Rescind Resolution 2020-18 Hardin County S75 Embargo

Documents:

[RESOLUTION 2020-18 HARDIN COUNTY HIGHWAY S75 EMBARGO.PDF](#)

9. Request For Qualifications – Brownfield Assessment Grant Application

Documents:

[2020 07-23 HCED BROWNFIELDS RFQ.PDF](#)

10. Change Of Status - Auditor's Office

Documents:

[CHANGE OF STATUS - AUDITORS OFFICE.PDF](#)

11. Change Of Status – Sheriff's Office

Documents:

[CHANGE OF STATUS - SHERIFFS OFFICE.PDF](#)

12. COVID-19 Update

13. Public Comments

14. Other Business

15. Adjournment/Recess

16. 9:30 A.M. Drainage

[VIEW REGULAR DRAINAGE MEETING AGENDA](#)

Courthouse Large Conference Room

17. 10:30 A.M. Department Heads/Elected Officials Meeting

Courthouse Large Conference Room

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – JULY 22, 2020
WEDNESDAY - 9:00 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

Chair Lance Granzow called the meeting to order. The meeting was held electronically due to COVID-19 public health risks. Also in attendance were Supervisors BJ Hoffman and Reneé McClellan; and Curt Groen, Dave McDaniel, Pauline Lloyd, Thomas Craighton, Jessica Lara, Justin Ites, Megan Harrell, Tifani Eisentrager, Machel Eichmeier, Julie Duhn, Rocky Reents, Connie Mesch, Cheryl Lawrence, JD Holmes, Donna Juber, Bob Juber, Matt Jones, Jess Sheridan, Taylor Roll, Michael Pearce, Darrell Meyer, Lori Kadner, and Angela Silvey.

The Pledge of Allegiance was recited.

McClellan moved, Hoffman seconded to approve the agenda as posted. Motion carried.

Hoffman moved, McClellan seconded to approve the minutes of July 15, 2020 and July 20, 2020. Motion carried.

McClellan moved, Hoffman seconded to approve the July 22, 2020 claims for payment. Motion carried.

Utility Permits: None.

Secondary Roads:

County Engineer Taylor Roll provided updates on projects on 170th Street and S-75, and on the Gifford bridge. In addition, the Bridge 11009 replacement project will cost an additional \$36,000 due to the discovery of endangered mussel species.

Hoffman moved, McClellan seconded to approve the final plans for BRS-SWAP-C042(63)—FF-42, Bridge 12015 Replacement, County Highway S27 over Tipton Creek. Roll Call Vote: “Ayes” Hoffman, McClellan, and Granzow. “Nays” None. Motion carried.

Upon the recommendation of Roll, Hoffman moved, McClellan seconded to table approval of the final plans for BROS-SWAP-C042(102)—SE-42, Bridge 11009 Replacement, M Avenue over South Fork. Motion carried.

Hoffman moved, McClellan seconded to table action on two tax abatements for Ellsworth Neighborhood Investment Group LLC, Order Nos. 5907 and 5908. Motion failed.

McClellan moved, Hoffman seconded to approve the tax abatement on Parcel 89-20-18-159-104, Order No. 5908, for Ellsworth Neighborhood Investment Group LLC. Motion carried.

McClellan moved, Hoffman seconded to table action on the tax abatement on Parcel 89-20-18-159-026, Order No. 5907, for Ellsworth Neighborhood Investment Group LLC. Motion carried.

COVID-19 Update:

Emergency Management Coordinator Thomas Craighton spoke about rising case numbers, reporting issues, Court reopening practices and restrictions, supplies, estimated delivery of temperature screening devices, and a policy requiring employees to enter via the Courthouse east door and submit to temperature checks.

Public Comments:

Donna Juber asked if there had been any discussions about masks in public schools.

Julie Duhn inquired about recent legislation concerning armed guards and guns in public buildings.

Questions were received from Pauline Lloyd about closed session meetings.

Other Business: None.

Hoffman moved, McClellan seconded to recess. Motion carried.

At 11:30 a.m. Chair Granzow reconvened the meeting. Also present were Supervisors BJ Hoffman and Reneé McClellan; and Darrell Meyer, Jessica Sheridan, and Angela Silvey.

Hoffman moved, McClellan seconded to go into closed session pursuant to Iowa Code 21.5(1)(a) and (c). Roll Call Vote: “Ayes” Hoffman, McClellan, and Granzow. “Nays” None. Motion carried.

Following discussion, McClellan moved, Hoffman seconded to exit closed session. Roll Call Vote: “Ayes” McClellan, Hoffman, and Granzow. “Nays” None. Motion carried.

At 12:47 p.m., McClellan moved, Hoffman seconded to adjourn. Motion carried.

Lance Granzow, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – JULY 23, 2020
THURSDAY - 9:01 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

Chair Lance Granzow called the meeting to order. The meeting was held electronically due to COVID-19 public health risks. Also in attendance were Supervisors BJ Hoffman and Reneé McClellan; and Bret Dublinske, Abby Flatness, Josh Odom, Justin Ites, Mariah Lynne, Bette Dossman, Curt Groen, Mark Buschkamp, Darla Kalous, Laura Cunningham, Nick Boeyink, Jake Ketzner, Kerri Johannsen, Julie Duhn, Megan Kirik, Michael Pearce, Taylor Roll, Darrell Meyer, and Angela Silvey.

The Pledge of Allegiance was recited.

Hoffman moved, McClellan seconded to approve the agenda with the following change: moving “Action on Proposed Amendment to Ordinance No. 29” to the top of the agenda. Motion carried.

Hoffman moved, McClellan seconded to revise the setback for Dwelling Units in Table 1 for Commercial WECS to read, “Greater of Manufacturer’s Safety Setback Distance or 3 X Total Height”. Roll Call Vote: “Ayes” Hoffman and Granzow. “Nays” McClellan. Motion carried.

Hoffman moved, McClellan seconded to set the special meeting and public hearing on the proposed amendment to Ordinance No. 29, Article XXIII, for August 10, 2020 at 9:01 A.M. in the large conference room and via Zoom – which meeting’s agenda will also include the first consideration of said proposed amended ordinance, with the potential to waive the second reading and set the final consideration on said proposed amended ordinance for August 12, 2020 – and to publish notice of the special meeting and public hearing. Roll Call Vote: “Ayes” Hoffman, McClellan, and Granzow. “Nays” None. Motion carried.

Due to the previous actions, no action was taken on the final consideration and adoption of the amendment to Article XXIII of Ordinance No. 29.

Hoffman moved, McClellan seconded to approve the CapSpecialty release of property damage claim on Claim No. 200662 for insured policy EV20182404 in the amount of \$99,000 for damage resulting from an incident on or about December 13, 2019 at or near X Avenue at Pine Creek Bridge. Motion carried.

No motions were made to recess, reconvene, or enter closed session pursuant to Iowa Code 21.5(1)(a) and (c).

Other Business: None.

Hoffman moved, McClellan seconded to adjourn. Motion carried.

Lance Granzow, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

Claims Payable - July 29, 2020

Advanced Drainage Systems, Inc.	\$1,714.27
Agsources Cooperative Serv	\$157.00
Alliant Energy	\$2,126.59
Bauer Built Tire	\$1,246.16
Black Hawk County Treasurer	\$70.00
Black Hills Energy	\$31.77
Boeke Funeral Home	\$1,300.00
Campbell Supply Co	\$670.87
CenturyLink	\$368.40
City of Eldora	\$204.00
City of Iowa Falls	\$44,067.43
Creps & Abels Funeral Home Inc	\$1,100.00
GECRB/AMAZON	\$2,307.38
Gehrke Inc.	\$202.17
General Basic Fund	\$98.15
Global Software / TAC10	\$24,306.00
Greenbelt Home Care	\$3,939.07
Grundy Co. Memorial Hospital	\$2,651.00
Hardin Co Agriculture Soc	\$26,500.00
Hardin County Office Supplies	\$11.98
Iowa Department of Transportation	\$1,556.50
Iowa Emergency Vehicle Installs	\$3,741.18
Iowa Prison Industries	\$460.24
Jody L Mesch	\$40.00
Ken's Repair	\$17.25
Knight Sanitation	\$452.00
Larry's Upholstery	\$396.00
Linn County	\$200.00
Martin Marietta Aggregate	\$2,744.98
Midland Power Cooperative	\$1,979.18
Mitchell P Mosch	\$161.05
Murphy Tractor & Equipment	\$526.48
NAPA Auto Parts	\$93.32
Omnicare Inc	\$501.08
Pinecrest Mobile Home Park	\$200.00
Police Legal Sciences	\$600.00
Quality Automotive Inc	\$1,007.01
R.D.'s Plumbing Inc	\$565.52
Racom Corporation	\$59.92
Radcliffe Cemetery Soc	\$176.00
Ross Excavating & Drainage	\$692.50
Sadler Power Train Inc	\$15.88
Snap-On-Tools	\$208.00
State Hygienic Laboratory	\$1,097.00
Stavanger Lutheran Cemetery	\$152.00
Summit Food Service LLC	\$3,294.54
Thomson Reuters - West	\$58.38
Times Citizen	\$1,474.08
Van Diest Supply Company	\$812.35
Van Wall Equipment	\$89.31
Walmart Community	\$336.34
Webster County Auditor	\$764.76
Xenia-Secor Cemetery	\$68.00
Ziegler Incorporated	\$23,562.43

Grand Total \$161,175.52

Lance Granzow, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

MID IOWA
COOPERATIVE
GOOD LAND. GOOD PEOPLE. GOOD ADVICE.

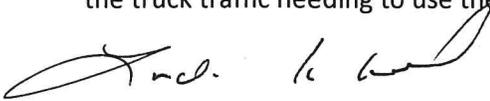
July 24, 2020

Hardin County Engineer and Supervisors,

Regarding the 10-ton weight limit on Hardin County road S75 north of the Marshall County line, Mid Iowa Cooperative would like to see this changed to the lowered speed limit as had been previously done.

We are seeing a significant loss of business coming into our Liscomb location due to the embargo. We have spoken to several customers in the area that this has adversely affected. Additionally, we are having issues in moving grain out of the Liscomb and Conrad locations to the north to several different end users in that area. We understand the highway 14 project has caused issues in the past with additional traffic on that roadway and we will continue to do so until it is completed but closing the road to heavy vehicles has and will continue to affect our business unless it is opened for use.

Please consider reinstating the lowered speed limit option for the local farmers coming into Liscomb and the truck traffic needing to use the roadway.



Linda Kuhl

Commodity Marketing Manager



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Cell Phone: 641-485-4704

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Ryan Ashton

Logistics Coordinator



Office 641-366-3015

Cell – 641-751-1422

RESOLUTION 2020-____

**ESTABLISHING SPEED LIMIT ON COUNTY HIGHWAY S75 BETWEEN
COUNTY HIGHWAY D65 AND 340TH STREET LOCATED IN HARDIN COUNTY, IOWA**

WHEREAS, The Board of Supervisors is empowered under authority of Sections 321.255 and 321.285 subsection 5b of the Code of Iowa, to determine upon the basis of an engineering and traffic investigation that the speed limit of any secondary road is greater than is reasonable and proper under the conditions existing, and may determine and declare a reasonable and proper speed limit, and

WHEREAS, such investigation has been completed by the Hardin County Engineer's Department.

NOW, THEREFORE, BE IT RESOLVED by the Hardin County Board of Supervisors that speed limit be established and appropriate signs erected at the locations described as follows:

**On County Highway S75, between County Highway D65
and 340th Street located in Hardin County, Iowa;**

North & South Bound Traffic

1. 35 MPH from the intersection of County Highway D65 and County Highway S75, thence South 3.5 miles to the intersection of 340th Street and County Highway S75.

This Resolution shall be in effect when the signs have been erected and shall be in effect for an indefinite amount of time, pending the rehabilitation of the roadway.

PASSED AND APPROVED this 29th day of July, 2020.

HARDIN COUNTY BOARD OF SUPERVISORS

Lance Granzow, Chair

ATTEST:

Jessica Lara, Hardin County Auditor

RESOLUTION # 2020-18

Hardin County Highway S75 Embargo

WHEREAS, the Board of Supervisors are empowered under authority of Section 321.236(8), 321.255 and 321.471 to 321.473 of the Code of Iowa to prohibit the operation of vehicles upon Secondary Roads or to impose restrictions as to weight of vehicles to be operated upon said secondary roads, except farm tractors as defined in Section 321.1, Subsection 7, for a total period not to exceed ninety days in any one calendar year, whenever any said highway by reason of deterioration, rain, snow or other climatic conditions will be seriously damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weights thereof reduced; and

WHEREAS, the closing of Iowa Highway 14 has caused the truck traffic and vehicular traffic to increase beyond the capacity of its design; and

WHEREAS, the County Engineer has made a recommendation to embargo said County Road.

NOW, THEREFORE, BE IT RESOLVED by the Hardin County Board of Supervisors to embargo County Highway S75 from 340th Street to 310th Street to a gross vehicle load limit of 10 tons for the period of time that Iowa Highway 14 is closed to traffic, by erecting signs in accordance with Section 321.472.

BE IT FURTHER RESOLVED that the County Engineer may grant permits of exemption upon a showing that there is a need to move to market farm produce of a type subject to rapid spoilage or loss of value or to move any farm feeds or fuel for home heating purposes.

Passed and approved this 3rd day of June 2020.



Lance Granzow, Chairperson
Hardin County Board of Supervisors

ATTEST: 

Jessica Lara
Hardin County Auditor



Request for qualifications (RFQ)

Brownfield Assessment Grant Writing & Implementation Services US EPA Brownfield Grant Application

Hardin County Economic Development, under the director of the Hardin County Supervisors, is inviting sealed proposals from qualified environmental consulting firms to provide grant application assistance, project management, environmental inventory and assessment implementation related to the United States Environmental Protection Agency (US EPA) brownfield grants, including but not limited to applications for the US EPA Community-wide Assessment grants for Hazardous Substances Brownfields and Petroleum Brownfields as part of the US EPA Brownfields Grant Competition for Fiscal Year 2022 (FY 2022).

The intent of this RFQ is to comply with HCED and US EPA federal qualifications based procurement requirements specified in 40 CFR 200.317-326. HCED is seeking qualified firms to assist with securing and subsequent implementation of brownfield assessment grants. The successful consultant will bring experience and insight to a partnership with HCED to refine and implement these grants.

HCED reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in HCED's best interest. Furthermore, HCED reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions and specifications of this request and/or contract.



General RFQ Information

1. HCED requires a high level of service from any firm who is looking to do business with HCED. Quality and service are all critical factors that HCED considers when doing business and in continuing business with a firm. This is especially important when it comes to the requirements of this request. Dissatisfaction due to firm's performance may result in HCED discontinuing service with a firm.
2. Successful firm shall provide a certificate of insurance upon award as per the requirements of Exhibit "A" attached. Proof of Insurance is required when award is made.
3. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the firm(s), upon the request of HCED, agrees to an extension.
4. Payment for services will be made to successful firm contingent upon owners' acceptance and approval of all work done and/or products provided or services rendered and subject to the EPA payment procedures if applicable. Acceptance as herein means acceptance by HCED of all work performed or products provided and services rendered, after HCED has found it to be in compliance with the specification requirement. Mileage, fuel surcharges or surcharges of any kind will not be allowed.
5. Proposals shall be submitted via email to Angela De La Riva at adelariva@hardincountyia.gov by 5:00 p.m. CST on August 31st, 2020. Late submissions will not be considered.
6. No reimbursement will be made by HCED for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
7. HCED shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFQ and firm shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFQ to owner in a format usable to HCED. Awarded firm shall also waive any rights to copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.
8. Any proposal/response submitted in conjunction with this request will become a public record, subject to public inspection.
9. Respondents are to list any consultants or subcontractors that may be used to help complete this project.
10. Firms responding to this request are to provide with their proposal, a proposed contract covering all the terms, conditions and specifications for the performance of all work related to grant writing services in this request. If HCED is awarded an assessment grant by the EPA, at that time the successful firm will provide HCED with a separate proposed contract covering all the terms, conditions and specifications for the performance of all work related to assessment grant implementation.



HARDIN COUNTY

Economic Development

ANGELA DE LA RIVA | *DIRECTOR*
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ADELARIVA@HARDINCOUNTYIA.GOV

11. All questions resulting in further clarification or modification to this (RFQ) document shall be submitted electronically through the strategic sourcing portal. Only formal amendments issued prior to the closing time shall be binding.

12. HCED reserves the right to reject any or all proposals, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to HCED.

13. Firms are responsible for familiarizing themselves with the technical requirements and US EPA Community-wide Assessment grants for Hazardous Substance Brownfields and Petroleum Brownfields grant applications and implementation requirements as well as requirements specified in 40 CFR 200.317 before submitting a proposal for this request.



HARDIN COUNTY

Economic Development

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RFQ Schedule and Proposal Submission

1. Tentative Schedule
 - a. Proposals in response to this RFQ must be submitted to adelariva@hardincountyia.gov by 5:00 p.m. CST on August 31st, 2020.
 - b. Tentative award decision to be made following the completion of proposal evaluations.
 - c. Project Kick-Off meeting with HCED following award.
 - d. Grant application shall be completed and submitted to HCED for review at least seven (7) calendar days prior to FY 2022 US EPA Community-wide Assessment grant deadline and submittal to US EPA.
 - e. Grant implementation subject to the grant application approval by the US EPA.
 - f. If HCED is awarded an assessment grant, a second Kick-Off meeting with HCED for grant implementation will take place.

Proposals will be reviewed following a qualifications based selection process with firm's proposals being evaluated from a qualifications standpoint. HCED will then negotiate the services of completing the grant application and scope of services for implementation if the grant is awarded with the top qualified firm following the evaluation process.

If HCED, for any reason, is unable to reach a final agreement with this finalist; HCED then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal and so on until an agreement can be reached with the finalist.



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Project Information and Background

The HCED, through this RFQ is seeking a qualified environmental consulting firm to provide grant application assistance, project management, environmental inventory and assessment implementation related to the United States Environmental Protection Agency (US EPA) brownfield grants, including but not limited to applications for the US EPA Community-wide Assessment grants for Hazardous Substance Brownfields and Petroleum Brownfields as part of the US EPA Brownfields Grant Competition for Fiscal Year 2022 (FY 2022).

The HCED will oversee the development of the grant applications and identify numerous brownfield sites to be the focus of the grant application. The successful consultant, under the direction of HCED will prepare a grant application for US EPA Brownfield Community-wide Assessment grants for hazardous substances and petroleum sites (up to \$600,000).



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Project Goal

The intent of this RFQ is to comply with HCED and US EPA federal qualifications based procurement requirements specified in 40 CFR 200.317. The HCED is seeking qualified firms to assist with securing and, if successful, subsequent implementation of these brownfield grants.

Type of Contract and Contract Term

The HCED intends to award a contract to one full-service firm to serve as a partner in achieving the goals of preparing successful US EPA grant applications. The contract period will begin immediately following the award of this request. The successful consultant will prepare the grant applications(s) at its own risk and at no cost to the HCED. The contract period will coincide with the grant application period.

If the HCED is awarded a grant, a second contract will be awarded to the same firm to implement the resulting US EPA Cooperative Agreement(s) (CA) and Work Plan(s), under the direction of the HCED. The implementation contract will be consistent with the terms and conditions of the Work Plan provided by the US EPA after grant award. The contract period will generally coincide with the grant implementation period.

The intent of the HCED is to take the grant award monies as far as they will go minus a portion of the grant that may be awarded to the HCED for community outreach and public participation program as well as allowable administrative costs. The HCED will negotiate, with approval by the EPA, the final budget with the successful consultant following US EPA grant award and when the Cooperative Agreement(s) (CA) and Work Plan(s) are completed.

For implementation of any successful grants it is assumed that the work will be specified and completed in accordance within the budget developed as part of the grant and subsequent work plan as approved by the HCED and the US EPA. It is assumed that since the assessment grants are 100% funded, the HCED would not incur any out of pocket expenses.



Scope of Services

This RFQ is to solicit for a qualified consultant who is expected to provide a wide range of services to HCED for the application and implementation of the US EPA Brownfield Assessment Grant. The successful consultant is expected to perform many tasks including, but not limited to the following:

Grant Application – Scope of Services

1. Complete all necessary research and analysis required to submit a completed grant application(s).
2. Assist HCED in forming a coalition of governments in the Hardin County Region by acting as an expert resource and providing information to HCED about brownfield assessment and remediation.
3. Assist HCED in compiling any associated demographic data to bolster the grant application.
4. Assist HCED as needed with the solicitation of letters of support from the State of Kansas, community based organizations, and other regional area stakeholders within the Hardin County Region.
5. Work with HCED to facilitate community outreach activities as needed to enhance the grant application.
6. Assist HCED in prioritizing and selecting the appropriate sites to include in the grant application consistent with the objective of the EPA Brownfield Assessment Grant program.
7. Attend meetings of HCED and providing professional expertise in discussions regarding preliminary selection of focus sites and updates on grant application progress.

The Brownfield Assessment Grant applications will be developed in partnership with HCED. HCED is responsible for the solicitation of letters of support from the State of Hardin County and other regional stakeholders within HCED.

HCED will review existing comprehensive plans as they relate to redevelopment within HCED the region and specific site re-use.



Grant Implementation – Scope of Services

1. Implement and coordinate necessary activities as required in the Scope of Service of this RFO and the US EPA Work Plan with HCED, Hardin County Board of Health (HCBH), and US EPA Regional staff.
2. Prepare and maintain detailed schedules and budgets for assessment activities.
3. Conduct and oversee all brownfield site assessment activities and studies.
4. Prepare all appropriate technical reports and progress reports as required by the US EPA in the Work Plan and/or required by HCBH in print and electronic format.
5. Evaluation of cleanup options and risk assessment analysis and costs.
6. Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with US EPA regulations.
7. Conduct region-wide brownfield inventory including a petroleum contamination assessment and prioritize sites.
8. Attend meetings of HCED providing professional expertise in discussions regarding prioritization and final selection of sites and updates on grant implementation progress.
9. Conduct Phase I and Phase II Environmental Site Assessments (ESA) as determined by the HCED.
10. Delivery to HCED completed Phase I and Phase II Environmental Site Assessment (ESA) reports, site investigation reports, remedial action options reports, remedial action plans and other environmental reports or plans required under the current EPA and KDHE programs governing site investigations and remediation in print and electronic format.
11. Conduct field investigations including sample collection and lab analysis.
12. Conduct housing needs assessments.
13. Project management, implementation, and/or technical oversight.
14. Professional advice regarding environmental issues associated with land reuse/redevelopment and related matters.
15. Provide regulatory and financial information as needed.
16. Prepare presentations to provide information about the grant and/or individual project progress as requested.
17. Develop preliminary budget, financing options and implementation plan for remediation assessments and cleanup/reuse.
18. Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).

Deliverables

The successful consultant will provide all appropriate technical reports as required by the US EPA in the Work Plan and/or required by KDHE in print and electronic format that is acceptable to HCED.



Proposal Requirements

General Expectations

Consultants are asked to submit concise proposals describing their capacity to manage projects and their experience with similar projects. The proposals should include a clear outline of how the firm would help HCED in preparing a successful grant application and meet the requirements of implementing the US EPA Brownfields Communitywide Assessment Grant should HCED be awarded. Samples of brownfield site inventories Phase I and Phase II environmental site assessments, remedial action plans and reports are expected as part of your proposal.

Proposals

Proposals shall be in word or .pdf format, limited to twenty (20) pages, exclusive of resumes. Charts and spreadsheets may be larger. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

Business Organization – This section shall include the firm’s name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person regarding the proposal shall be included. If subcontractors are being utilized, similar information should be included for all subcontracted firms and show their relationship to the project team in an organizational chart. Also identify your firm’s access to necessary equipment and facilities relative to this project.

Management Outline – A description of the project and how the consultant will manage and implement the US EPA Brownfields Assessment grant(s) and related activities shall be provided. This section shall include the applicant’s approach and methodology to planning, organization, and management.

Project Methodology – Provide two separate methodologies for both brownfield assessment grant writing services and brownfield assessment grant implementation services as follows:



Brownfield Assessment Grant Writing Services:

Project Methodology – Provide the following information for grant writing services:

1. Provide your understanding of this project and requirements as depicted in this document and identify key issues from the consultant's perspective.
2. Provide a description of how your firm will complete and meet all requirements of the U.S. EPA Brownfields Assessment grant application including the firm's approach and methodology to planning, organization and managing this process and how this approach is expected to achieve positive results.
3. Address all scope of work issues and indicate how consulting firm will go about accomplishing all the tasks and coordinate the project with HCED.
4. Indicate who you would include or involve in the process throughout the project as well.

Brownfield Assessment Grant Implementation Services:

Project Methodology – Provide the following information for grant implementation services:

1. Provide your understanding of this project and requirements as depicted in this document and identify key issues from the consultant's perspective.
2. Provide a description of how your firm will manage and implement the U.S. EPA Brownfields Assessment grant including the firm's approach and methodology to planning, organization and management. Include how this approach is expected to achieve good results for this project.
3. Address all scope of work issues and indicate how consulting firm will go about accomplishing all the tasks and coordinate the project with HCED.
4. Indicate who you would include or involve in the process throughout the project as well.

Experience and Capabilities – The relevant management experience and the technical experience and capabilities of the consulting firm shall be defined with respect to the following activities:

1. Professional/Project Experience:
 - a. Provide information on your firm's specific abilities and qualifications to provide professional services for EPA Brownfield Assessment Grant writing and grant implementation.
 - b. Provide examples of your firm's specific knowledge and expertise related to US EPA Brownfield Assessment Grant writing, grant implementation and reporting. Include examples of numerous (3-4) recent (5 years) past, similar successful grant applications and implementations your firm has completed with contact information included so that HCED may contact the owners as a reference. Include all pertinent contact information (company name, contact person, phone number etc) and describe the project and your firm's involvement with it.
 - c. Also include information on the following:



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- i. US EPA Grant application preparation experience and success in EPA Region 7.
 - ii. Conducting brownfields inventories, Phase I and Phase II Environmental Site Assessments, petroleum assessments, and subsurface site investigations under a US EPA Brownfields Assessment grant, other governmental reimbursement and/or equivalent grant funded programs.
 - iii. Redevelopment planning and market research activities related to brownfields properties and site reuse.
 - iv. Other areas of expertise relevant or unique experience related to US EPA grant implementation.
 - v. Public outreach and involvement.
 - vi. Development and review of quality assurance and quality control procedures (QA/QC) as well as OSHA-compliant Health and Safety Plans.
 - vii. Environmental/engineering/consulting experience with petroleum and hazardous contaminant brownfields remediation.
 - viii. Designing and managing brownfields remediation strategies.
 - ix. Other information and material which show a clear understanding of the project goals and tasks, and the ability to cooperatively and conclusively work with HCED.
2. Regulatory and Scientific/Technical Knowledge
 - a. Each proposer shall provide a list of proposed key personnel and their current office location. Provide resume'(s) of key individuals that would be assigned to the project identifying project experience and regulatory and scientific knowledge as outlined below.
 3. Regulatory Knowledge and Compliance With:
 - a. Knowledge and expertise pertaining to Federal environmental statutes and associated regulations.
 - b. Knowledge and expertise pertaining to Iowa environmental statutes and other related state laws and regulations.
 - c. Knowledge and expertise pertaining to OSHA and other health and safety rules or requirements related to Brownfields Assessments.
 - d. Knowledge and expertise pertaining to site redevelopment services (planning, surveying and engineering).
 - e. Individual staff knowledge and technical experience relative to ESA's, brownfield projects and contaminated site remediation.



Scientific/Technical Knowledge:

4. Physical/chemical/biological sciences: geology/hydrology; soil chemistry/soil mechanics; geophysical/geotechnical methods; chemistry; biology; toxicology; air quality; epidemiology.
5. Risk Analysis: Risk assessment; toxicology; epidemiology; chemistry; air quality; EPA guidance; risk modeling; biology.
6. Engineering: Chemical; surveying and mapping; cost estimating; preparation of plans and specifications; methods of resource recovery and alternative hazardous substance treatment; construction management (including storage, treatment and disposal facilities).
7. Environmental Oversight: Monitoring techniques; design of monitoring programs; installation and operation of monitoring equipment; drilling and installation of groundwater monitoring wells, sampling, and analytical procedures for surface and groundwater, air, soil/sediment, and hazardous substances; biological sampling; personnel and equipment decontamination procedures; use of the EPA's laboratory methods and chain-of-custody procedures.
8. All project staff performing field work on brownfield sites will be required to have current OSHA HAZWOPER training. In addition, the selected firm should have a Certified Industrial Hygienist (CIH) on staff to oversee the health and safety program.
9. Internal staff assigned to the project should include at a minimum; a state licensed Professional Geologist (PG) or Professional Engineer (PE) as project manager with at least 10 years of experience effectively managing large and challenging brownfield projects and another staff person with equivalent experience as their replacement should it be needed during the term if the agreement and other support and field staff typically used on site assessment projects.

All representative project descriptions provided shall include the month and year the project was completed, the location of the project, and the name and phone number of a knowledgeable contact person. HCED may contact these people to check past performance records.

Project Meetings

HCED expects there could be at least 1 site visit/coordination meeting and several shorter phone check-in meetings with the County's project committee prior to the grant application submission with HCED. If HCED is awarded a grant, the consultant will need to plan for periodic meetings with HCED. An estimated number of meetings during grant implementation will be determined prior to grant application submission.

In addition to the meetings identified above, the consultant will also need to plan for onsite visits/meetings as appropriate to perform the work of the study, conduct interviews and anything else the consultant feels is appropriate to complete the work of this request and the US EPA Work Plan to HCED's satisfaction. Consultant will also need to plan for area visits to conduct any testing and follow up work that may be required as well.



Project Management

The selected consultant will be required to assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, HCED will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges to the subcontractors resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract. If the Consultant is using subcontractors, previous projects on which the two firms had worked together should be noted.

Other Requirements

Contracting With Disadvantaged Business Enterprises

It is EPA policy to award a fair share of contracts to disadvantaged business firms (such as Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms).

Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. HCED will ensure, to the fullest extent possible, that at least the EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged firms are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

Equal Employment Opportunity

The proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference,



HARDIN COUNTY

Economic Development

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disability, or age. When required by law or requested by HCED, the Proposer shall furnish a written affirmative action plan.

Fees for Services Provided – Grant Writing Services - US EPA Brownfield Grant Application -

The successful consultant will prepare the grant applications(s) at its own risk and at no cost to HCED. The contract period will coincide with the grant application period.

If HCED is awarded a grant, a second contract will be awarded to the same firm to implement the resulting US EPA Cooperative Agreement(s) (CA) and Work Plan(s), under the direction of HCED. The implementation contract will be consistent with the terms and conditions of the Work Plan provided by the US EPA after grant award. The contract period will generally coincide with the grant implementation period.



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Evaluations of Firms

Firms will be evaluated based on the criteria listed on the Evaluation Criteria Form below.

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Evaluation Criteria Form
(This form will be used to rate firms Proposals)

Evaluation Criteria	Maximum Pts.	Points
1. Completeness of Proposal: Extent to which completed proposal elements are submitted.	10	
2. Professional Experience: The extent to which the firm has demonstrated competence in grant writing, implementation and reporting for US EPA Brownfield Assessment Grants and the extent of former client satisfaction.	30	
3. Capacity: The extent to which the firm has the appropriate personnel, project experience, regulatory and scientific knowledge, equipment, and facilities to perform the scope of services to write and implement a brownfields assessment grant.	30	
4. Project Methodology: The extent to which the firm has demonstrated their approach to manage and implement the grant writing, implementation, reporting and related activities.	30	
	TOTAL	100



EXHIBIT A

HCED INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS FOR ARCHITECT, CONSULTING ENGINEER & CONSTRUCTION MANAGER

I. Minimum Scope and Limits

A. Architects and Engineers Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a "claims made" basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.

Commercial General Liability coverage (the HCED shall be named as an additional insured)

1. General aggregate limit per project \$2,000,000

(Other than Products-Completed Operations)

2. Products-Completed Operations Aggregate per project \$1,000,000

3. Personal and Advertising Injury Limit \$1,000,000

4. Each Occurrence Limit \$1,000,000

5. Fire Damage limit – any one Fire \$50,000

6. Medical Expense limit – any one Person \$5,000

B. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage.

C. Workers' Compensation as required by the State of Kansas. Minimum coverage shall be statutory limits.



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 07/29/2020
Date

Name: Mindy McLeland

Department: Auditor

Address: New Providence

Position: Deputy Auditor

Fund: 0001

Salary/Hourly Rate: _____

Weekly Scheduled Hours: _____

This position is: Exempt Non-Exempt

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

- Hired
- Resignation
- Promotion
- Retirement
- Demotion
- Layoff
- Pay Increase
- Discharge
- Leave of Absence _____
Dates

Other: Mindy has accepted a position with Brown Hurst Insurance and will be leaving the County. She has served Hardin County for nineteen years and we wish her the best at her new job.

Dates of Employment: 04/02/2001 to 07/30/2020
From To

Last Day of Work 07/30/2020
(if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: *Jynica Lara*
Elected Official or Department Head

7/28/2020
Date

Authorized by: _____
Board of Supervisors

Date



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
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HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 7/23/2000
Date

Name: Matthew Vogeler

Department: Sheriff's Office

Address: _____

Position: Communications

City State Zip Code

Salary/Hourly Rate: \$16.48

Fund: _____

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

- Hired
- Resignation
- Promotion
- Retirement
- Demotion
- Layoff
- Pay Increase
- Discharge
- Leave of Absence _____
Dates

Other: Wrote an e-mail advising that he was unable to fulfill the part time position as planned.
He thanked us for the opportunity but had accepted a full time position with another agency.
His start date was to be 7/23/20.

Dates of Employment: _____ to _____ Last Day of Work _____
From To (if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: *David G. Davis*
Elected Official or Department Head

23 Jul 2020
Date

Authorized by: _____
Board of Supervisors

Date