

APRIL 4TH, 2023
Honorable Mayor McIsaac
Mayor of Baltic
City of Baltic, SD
130 Saint Olaf Ave
Baltic, SD 57003
mayor@cityofbaltic.com



RE: PROFESSIONAL SERVICES CONTRACT FOR CAPITAL IMPROVEMENT PLANNING

Mayor McIsaac,

As the City of Baltic looks to maximize their dollars and plan for future growth through a Capital Improvement Plan, ISG stands eager and ready to assist as a local and dedicated partner. ISG understands that the City has been awarded a \$15,000 grant through the Infrastructure First Project at the Governor's Office of Economic Development (GOED) to supplement the cost associated with this plan. This proposal will cover the \$15,000 City match as part of the grant requirements.

Backed by 500+ in-house, multi-disciplinary professionals, vast industry experience, and a sound project understanding, ISG proposes to provide the following scope of services to create a project roadmap to achieve current community goals and allow for future expansion of the City. Through ISG's proven history of experience, innovative solutions, and going the extra mile for our clients, we are prepared and dedicated to helping the City of Baltic optimize its potential for years to come.

SCOPE OF SERVICES

Five-Year Capital Improvement Plan (CIP)

To develop the CIP, ISG will collaborate with the City to outline and prioritize capital improvement projects that will be required over the next five years. ISG will meet with City staff and other officials as necessary to complete an evaluation of all publicly-owned infrastructure and facilities that could be included within the CIP priority list. The evaluation typically includes:

- Public Facilities
- Water System
- Wastewater System
- Storm Sewer System
- Street + Sidewalk Infrastructure
- Park + Recreation Infrastructure

As improvements are identified through the evaluation process, a Project Priority List (PPL) with Opinion of Probably Cost will be developed and presented to City staff and the City Council. Once the PPL is approved, ISG will assist with establishing an improvement budget and identifying potential funding opportunities to allow the City to proactively plan and budget for capital improvement projects in a long-term and strategic manner.

A draft report of findings and recommendations will also be submitted for review. Following review, final comments and feedback from City staff will be incorporated. Upon receiving the City's approval, a final CIP report will be prepared and presented to the City Council for adoption.

ISG anticipates the CIP will take approximately four (4) to six (6) months to complete, pending City staff and City Council availability.

APRIL 4TH, 2023
Honorable Mayor Mclsaac
Mayor of Baltic
City of Baltic, SD
130 Saint Olaf Ave
Baltic, SD 57003
mayor@cityofbaltic.com



COMPENSATION

ISG's proposed compensation for the scope of services in this Proposal is as follows:

SERVICE	COMPENSATION
Five-Year Capital Improvement Plan (CIP)	\$15,000.00
TOTAL	\$15,000.00

Reimbursable Expenses

Anticipated reimbursable expenses such as travel, mileage, and printing are included within the compensation listed above.

SCHEDULE


The schedule for the project will be discussed and mutually agreed upon by ISG and the City of Baltic at the project kick off meeting.

APPLICABLE CONTRACT

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJDC Contract that will govern the project.

bit.ly/termsconditions_isg

Sincerely,


Justin Heim, PE
Civil Engineer


Tiara Marcus
Project Manager

Justin.Heim@ISGInc.com

Tiara.Marcus@ISGInc.com

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____, 2023.

Company: _____
Print

Name: _____
Print

Title: _____
Print

Signature: _____

This proposal is valid for 30 days.