



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	August 1, 2025
AGENDA ITEM:	Discussion and Consideration of Professional Services Agreement Proposal from MSA Professional Services, Inc., for Tiffin Park Place Drainage Study
ACTION:	Motion

Overview:

Staff has received a Professional Services Agreement from MSA Professional Services, Inc. for continued work on the Tiffin Park Place Drainage Study. This agreement formalizes the scope, schedule, and fee for updating the storm water report related to the future Homemakers development site.

Scope of Services:

MSA will conduct a flood study for the approximately 300-acre drainage area impacting the proposed Homemakers site. The study includes:

- Construction of a 1D SWMM model using aerial imagery, LiDAR, and City-provided data
- Evaluation of existing infrastructure including storm sewer networks, culverts, and detention basins
- Determination of allowable runoff and sizing requirements for future detention basins
- Alternatives analysis and final reporting

The total estimated fee for this work is \$20,000, billed on a time and materials basis. The project is expected to be completed by August 15, 2025.

Recommendation:

Staff recommend Council approval of the Professional Services Agreement with MSA. This approval is a procedural formality, as MSA is already engaged in the project and this task order aligns with the existing Master Agreement.

ATTACHMENTS: Agreement



Task Order

MSA Project Number: 13603029

This AGREEMENT (Agreement) is made effective August 5, 2025 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 6045 Rockwell Drive NE, Cedar Rapids, IA 52402

Phone: (319) 364-4773

Representative: Andrew Inhelder, PE

Email: ainhelder@msa-ps.com

CITY OF TIFFIN (OWNER)

Address: 300 Railroad St, PO Box 259, Tiffin, IA 52340

Phone: (319) 545-2572

Representative: Doug Boldt

Email: dboldt@tiffin-iowa.org

Project Name: Tiffin Park Place Drainage Study

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Completion Date: August 15, 2025

The estimated fee for the work is: \$20,000

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF TIFFIN

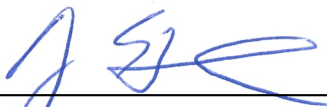
Doug Boldt
City Administrator
Date: _____

MSA PROFESSIONAL SERVICES, INC.


Andrew Inhelder, PE
Senior Project Manager Engineering
Date: 08/01/2025

OWNER ATTEST:

Abigail Hora
City Clerk
Date: _____


Jake Huck, PE
Operations Leader
Date: 08/01/2025

ATTACHMENT A: SCOPE OF SERVICES

Introduction:

MSA will complete a flood study for the approximately 300-acre area draining to the proposed Homemakers site. The purpose of the study is to evaluate existing drainage infrastructure in the watershed of the future Homemakers site and determine flows entering the site in existing conditions. This is anticipated to consist of storm sewer networks, a culvert under I-380, the Pinseekers basin, and the Homemakers basin.

The study will be based on construction of a 1-Dimensional SWMM model using the most recent available aerial photo, LiDAR data, and available drainage system mapping and recent development plans provided by the City.

We will determine the existing conditions of the drainage area identified above and determine what the allowable target runoff from Homemakers site will be. These numbers will be used to determine the size of the detention basins Homemakers will be installing as part of their development project.

Refer to Attachment C for a map of the project area.

Scope of Work:

Hydrologic Model Construction - \$5,000

- Delineate watersheds
- Digitize impervious Area
- Determine hydrologic input parameters

Hydraulic Model Construction - \$10,000

- Construct existing conditions model
- Solve model for 2-, 10-, 25-, 100-yr 24 rainfall events.

Complete Alternatives Analysis – \$3,000

- Optimize solution(s) regarding Pinseekers basin
- Determine proposed conditions flows for Homemakers

Report - \$2,000

- Prepare report
- Prepare mapping

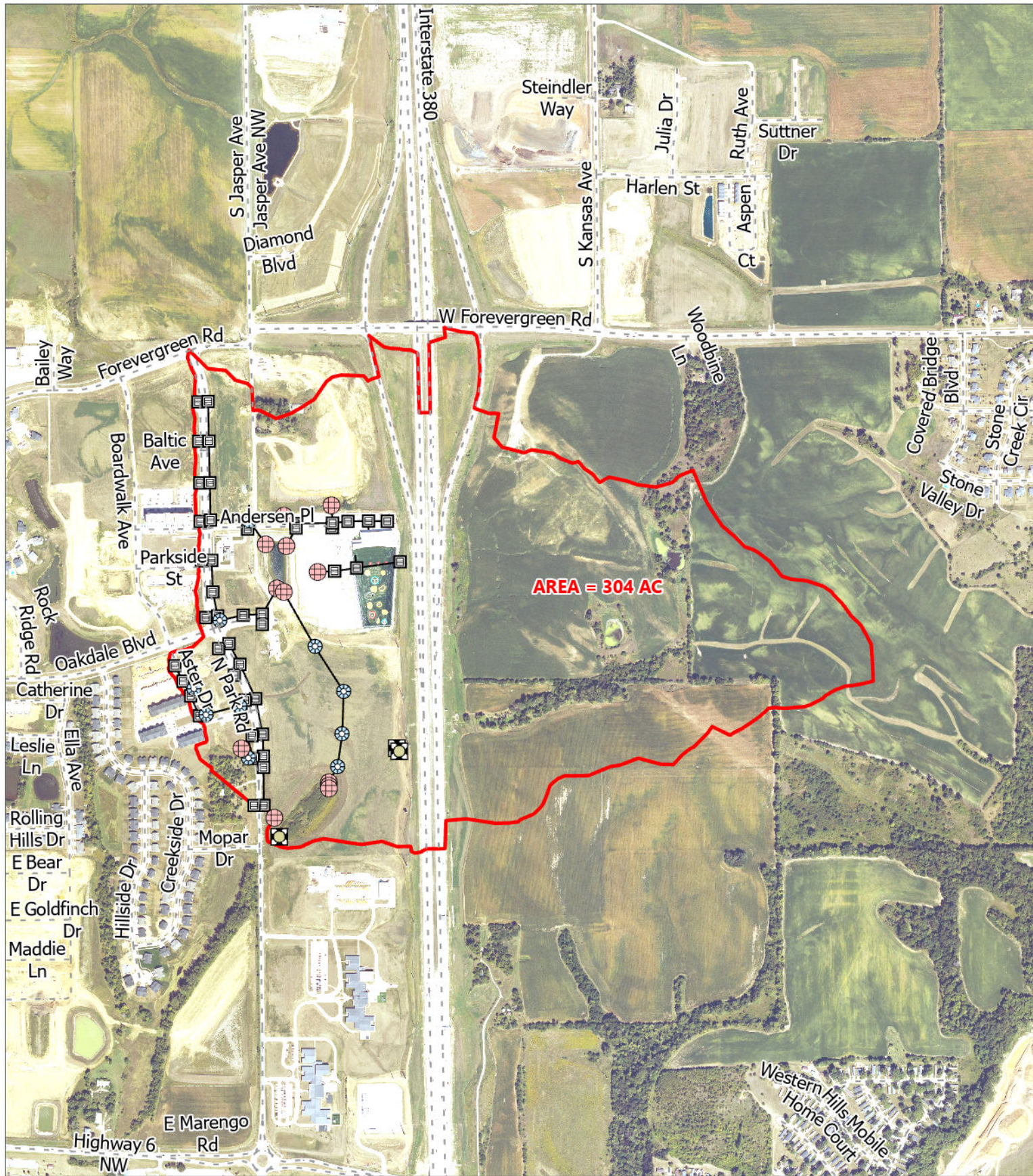
ATTACHMENT B: RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative.....	\$ 85 – \$154/hr.
Architects	\$ 85 – \$198/hr.
Community Development Specialists.....	\$137 – \$198/hr.
Digital Design	\$115 – \$151/hr.
Environmental Scientists/Hydrogeologists	\$110 – \$193/hr.
Geographic Information Systems (GIS)	\$100 – \$193/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$110 – \$160/hr.
IT Support	\$175 – \$193/hr.
Land Surveying	\$ 85 – \$198/hr.
Landscape Designers & Architects	\$ 85 – \$220/hr.
Planners	\$ 85 – \$215/hr.
Principals.....	\$225 – \$314/hr.
Professional Engineers/Designers of Engineering Systems	\$155 – \$204/hr.
Project Managers	\$120 – \$248/hr.
Real Estate Professionals	\$140 – \$193/hr.
Staff Engineers.....	\$ 85 – \$149/hr.
Technicians	\$100 – \$151/hr.
Wastewater Treatment Plant Operator	\$ 92 – \$118/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports	\$10
Copies	\$0.14/page
Plots	\$0.01/sq.in.
Flash Drive.....	\$10
GPS Equipment.....	\$20/hour - \$10.75/hour for DOT
GPS R2 Equipment	\$20/hour - \$2/hour for DOT
Dini Laser Level	\$85/per day
Mailing/UPS	At cost
Mileage – Reimbursement.....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle.....	\$0.70 mile standard/ \$0.69 mile for DOT
Nuclear Density Testing.....	\$30/day
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment	\$20/hour - \$10/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter	\$30/hour
Drone Flight	\$375/flight - \$360/flight for DOT

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2025.



Print Date: 8/1/2025
 Printed By: namundson, File: G:\1313603\13603029\GIS\2_13603029_Tiffin_DrainageStudy.aprx, Watershed Map



Data Sources:
 Aerial: USDA NAIP, Iowa State University GIS
 Facility
 Storm System: City of Tiffin
 Watersheds: MSA 2025

- | | |
|---------------|---------------------|
| Storm Inlet | Storm Culvert Point |
| Storm Manhole | Storm Gravity Main |
| Storm Outfall | Watersheds |

0 530 1,060 Feet

ATTACHMENT C WATERSHED MAP HOMEMAKERS DRAINAGE STUDY

CITY OF TIFFIN
 JOHNSON COUNTY, IOWA