

AGENDA ITEM # J – 8

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE: April 15, 2024

AGENDA ITEM: Invoice #149781 - JEO

ACTION: Motion

SYNOPSIS: This is the second invoice for the Downtown Streetscape Project. Included with the \$28,057.60 invoice is a monthly progress report from JEO Consulting Group.

BUDGET ITEM: LOST

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Invoice 149781 & Progress Report

PREPARED BY: Chris Nosbisch

DATE PREPARED: 4/12/2024

Lori Boren

From: Terri Schrock <tschrock@jeo.com>
Sent: Friday, April 12, 2024 1:33 PM
To: Chris Nosbisch; Lori Boren
Subject: JEO Invoice #149781 April 2024 R231567.00
Attachments: R231567.00 Mount Vernon Downtown Streetscape Improvements.pdf

External Sender - From: (Terri Schrock <tschrock@jeo.com>)
This message came from outside your organization.

[Learn More](#)

Good Afternoon,

Attached is an invoice for your review. Please process for payment.

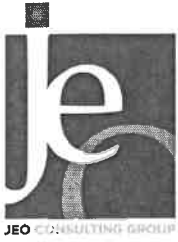
Let me know if you have any questions.

Thank you for your business.

Terri Schrock | *Billing Specialist*

e: tschrock@jeo.com
JEO Consulting Group | 2000 Q St Ste 500 | Lincoln, NE 68503





Invoice

April 12, 2024
Project No: R231567.00
Invoice No: 149781
Invoice Amount: 28,057.60

Chris Nosbisch
City of Mount Vernon
213 First St. NW
Mount Vernon, IA 52314

Project Manager Jeremy Kaemmer
Project R231567.00 Mount Vernon Downtown Streetscape Improvements
Professional Services through March 29, 2024

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
Lump Sum Phase(s)					
Project Management	\$29,300.00	28%	\$8,204.00	\$6,739.00	\$1,465.00
Survey	\$24,700.00	100%	\$24,700.00	\$21,074.40	\$3,625.60
Discovery	\$23,200.00	100%	\$23,200.00	\$15,776.00	\$7,424.00
Visioning and Conceptual Development	\$52,800.00	25%	\$13,200.00	0.00	\$13,200.00
Master Plan Documentation	\$22,400.00	0%	0.00	0.00	0.00
Design Services	\$234,300.00	3%	\$7,029.00	\$4,686.00	\$2,343.00
Utility Design & Permitting	\$12,800.00	0%	0.00	0.00	0.00
Hourly Phase(s)					
Reimbursable Expenses			0.00	0.00	0.00
Total	\$399,500.00		\$76,333.00	\$48,275.40	\$28,057.60
Total Amount Due Upon Receipt :					\$28,057.60

Please email to: cnosbisch@cityofmtvernon-ia.gov; lboren@cityofmtvernon-ia.gov



Monthly Progress Report

PROJECT NAME | Mt. Vernon Uptown Streetscape Design
JEO PROJECT NO. | R231567.00
CONTRACT DATE | January 3, 2024
DATE PREPARED | March 15, 2024

1. Work Completed During Current Period (1/3/24 – 3/15/24)

Task 1: Project Management

- Project management and internal team coordination.
- Subconsultant coordination.
- Internal Kickoff.
- External Client Kickoff.
- Advisory Committee Meetings 1 & 2.
- Quality control of task work and deliverables.

Task 2: Survey

- Topographic Survey.
- Boundary/Property review.
- Project Walk-through.
- Coordinating Geotechnical Services.

Task 3: Discovery

- Visual Preference Survey is live and collecting data.
- Public Participation Plan.
- SharePoint Engagement Website Set up.
- Business Owner Intro/Kickoff Meeting.
- Review of existing condition GIS and misc. materials from client.
- Fact Sheets, Postcards, Brochures, and other informational/promotional materials developed for public engagement and awareness.
- Open-house preparation.
- Existing Conditions Analysis/Memo begun.

Task 4: Visioning & Concept Development

- Preparation for design/concept workshop.
- Initial Concepts begun.

Task 5: Master Plan Documentation

- To be started after Task 4 is complete.

Task 6: Design Services

- Project folder and MicroStation/AutoCAD workspaces set-up.

Task 7: Utility Coordination & Permitting

- No activity to report at this time.

Task 8: Bidding & Negotiation

- No activity to report at this time.

Task 9: Construction Administration/Inspection

- No activity to report at this time.

2. Planned Work for Next Period

- Continue public engagement efforts.
- Finalize “pop-up” events.
- Finalize Workshop and Open-house dates and advertisements/invites.
- Existing Conditions Analysis Memo.
- 3d Scan of corridor
- Concept development.

3. Project Schedule

- No schedule issues to report

4. Information Needed from Mt Vernon

- Confirm plans for “pop-up” events.
- Confirm Dates/Times for Design Workshop.
- Continue coordinating the Open-house.
- Continue to provide any additional items for use and review by the consultant team.

5. Issues or Concerns

- Nothing to report at this time

6. Next Advisory Committee Meeting

- April 2, 2024