**UNITED STATES OF AMERICA**
**DEPARTMENT OF TRANSPORTATION**
**FEDERAL TRANSIT ADMINISTRATION**

# MEMORANDUM OF UNDERSTANDING

## Ames, Iowa Intermodal Facility

This Memorandum of Understanding ("MOU") is entered into by the City of Ames, Iowa (Project Sponsor) and the United States of America, acting through the United States Department of Transportation, Federal Transit Administration ("FTA" or "Government") based on the selection of the Ames Intermodal Facility (the "Project") for Federal assistance under the Transportation Investment Generating Economic Recovery (TIGER) Grants program authorized by the American Recovery and Reinvestment Act of 2009, Public Law 111-5, in an amount not to exceed $8,463,000.00.

WHEREAS, the Project Sponsor, in anticipation of a grant award under the TIGER Grant Program, agrees to administer any such grant to be signed by it and the Government for the Project pursuant to the terms and conditions set forth in the grant agreement and in accordance with the Statement of Work, Project Cost Estimate, Project Schedule, and Capital Finance Plan set forth herein.

WHEREAS, the Project Sponsor, at its own risk, may incur eligible capital expenses before a grant award is issued for the Project (automatic pre-award authority) only if: (1) FTA has approved the document (ROD, FONSI, or CE determination) that completes the environmental review process required by the National Environmental Policy Act (NEPA) and its implementing regulations; (2) the Project is included in the Metropolitan Transportation Improvement Program, Statewide Transportation Improvement Program, and the Long Range Plan, as appropriate; and (3) the Project Sponsor and the Government have executed this MOU. As with all pre-award authority, all Federal requirements must be met prior to incurring costs in order to retain eligibility for Federal grant assistance.

WHEREAS, the Project Sponsor or the Government may seek to amend or modify this MOU prior to grant award by written notice to the other party. The MOU will be amended or modified only on mutual agreement by the Project Sponsor and the Government.

WHEREAS, the Government reserves the right to terminate this MOU if the Project Sponsor does not enter into a grant agreement on or before September 6, 2010, or the Government determines that termination is in the public interest.

WHERERAS, this MOU will be effective upon the execution of Project Sponsor and the Government.

WHEREAS, the Project Sponsor understands and acknowledges that the Government has established a deadline for entering into this MOU of no later than May 17, 2010.

## I. CONCISE STATEMENT OF WORK

1. Project Location: A site in Ames, Iowa, now owned by Iowa State University and sited between Hayward Avenue on the East, S. Sheldon Avenue on the West, Lincoln Way on the North and Hunt St. on the South.

2. Project Description: An intermodal facility consisting of a 10,000 square foot enclosed terminal structure as described in the Project Sponsor's submission of May 14, 2010, including these elements:

_ Intercity-Regional Carrier Terminal (1,000 sq. ft.) and 2 Bus Bays
_ Structured/Surface Parking for 399 spaces including spaces for up to 20 carpool/vanpool users
_ Taxi Stand/Cut Out (45 linear ft.)
_ Public Restrooms/Showers (850 sq. ft.)
_ Office to Support Activities/Management of the Facility (500 sq. ft.)
_ Pocket Park
_Bicycle Path (approx. 760 linear ft. x 10 ft) and 12 Bicycle Lockers
_And certain bid alternates for Additional: Bicycle Path, ½ Parking Deck and Additional Full Parking Deck

## II. PROJECT BUDGET

The itemized budget below details how funds would be spent on the Intermodal Facility.

Budget Category Total Cost
Construction
Facility $5,903,473
Site Demolition of Existing Parking Lot $19,354
Site Work – Earthwork $702,202
Utility Work $87,636
Exterior Pavements $419,910
Total Construction Cost $7,265,652
Project/Construction Management Cost (ISU) $440,000
Contingency (7% of Tot. Construction Cost) $508,596
Total Construction Cost With PM/CM and Contingencies $8,214,248
Land Acquisition and Relocation Assistance $0
Engineering and Design (approx 7.5% of Tot. Const. Costs with Cont.) $581,252
Cost for Equipment – Parking Ticket Kiosks $100,000
Cost for Equipment – Furniture for Terminal Waiting Area/Office $5,000
Bike Path and Lockers--$133,077

TOTAL ESTIMATED COST $8,900,500

## III. PROJECT SCHEDULE

| | | |
|---|---|---|
| 1. | MOU Signed with FTA | May 17, 2010 |
| 2. | RFP for A/E services | Complete |
| 3. | A/E services contract awarded | May 26, 2010 |
| 4. | TIGER grant application Submitted | June 1, 2010 |
| 5. | TIGER grant application awarded | September 30, 2010 |
| 6. | Site Investigations Completed (if needed) | June 30, 2010 |
| 7. | Preliminary Design Completed | Complete |
| 8. | Final Design Completed | September 30, 2010 |
| 9. | Construction Contract Advertised | January 2, 2011 |
| 10. | Construction Contract Awarded | March 3, 2011 |
| 11. | Ground Breaking Ceremony | March 15, 2011 |
| 12. | Construction Contract Completed | June 1, 2012 |
| 13. | Building Occupancy Date or Revenue Operating Date | June 1, 2012 |
| 14. | Project and Grant Closeout | September 30, 2012 |

## IV. CAPITAL FINANCE PLAN

| | | |
|---|---|---|
| 1. | Amount of TIGER Funding: | $8,463,000 |
| 2. | Amount of Other Federal Funding: | $ 350,000 |
| 3. | Amount of Other Local Funding: | $ 87,500 |
| | a. Sources of Federal Funding: | Section 5309 earmark |
| | b. Sources of Local Funding: | $ 0 |

4. Total Project Cost: $8,900,500

**EXECUTION BY THE AUTHORIZED PROJECT SPONSOR EXECUTIVE(S)**

Executed this 17th day of May, 2010.

Project Sponsor(s), City of Ames, Iowa

By: Ann H. Campbell

Authorized Project Sponsor Executive

Title: Mayor

Additional Applicant, Iowa State University

By: William R Madden

Authorized Project Applicant Executive

Title: Vice President for Business and Finance

**EXECUTION BY THE GOVERNMENT**

Executed this 17 day of May, 2010.

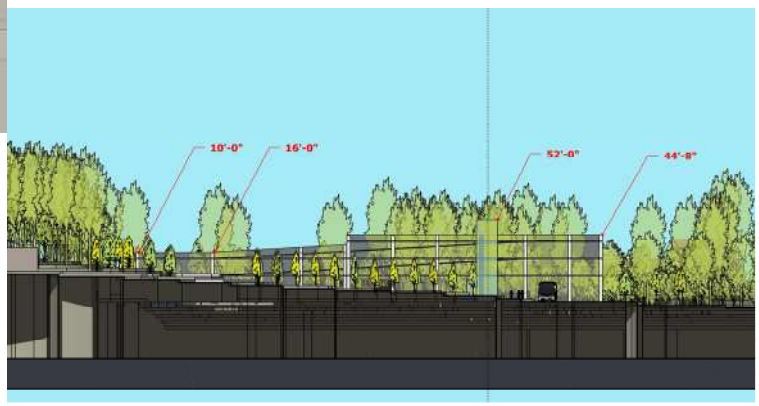
By: Mokhtee Ahmad

FTA Regional Administrator

## Project Explanation

# Ames Intermodal Facility

## Supporting Campustown Redevelopment




**May 14, 2010**

# Ames Intermodal Facility Redesign
# Project Explanation

## PROJECT DESCRIPTION

### Project Overview

Approximately five years ago, the Ames community developed a transportation vision for the community to link various forms of transportation in Ames so that residents, students, faculty and visitors could seamlessly transfer between modes of travel within the city, region and nation, and further that this connected transportation system additionally spur Transit Oriented Development near this facility that would create economic development in Ames and Central Iowa area.

With the TIGER application submittal in September 2009 and project selection in February 2010, the three entities of CyRide, Iowa State University and the City of Ames have embarked on redesigning this original vision to match the smaller project award amount. The multi-jurisdictional committee charged with redesigning the facility was as follows:

**Local Team:**

- Warren Madden – Vice President of Business and Finance, Iowa State University
- Cathy Brown – University Planner, Iowa State University
- Dean Morton – University Architect, Iowa State University
- Dean McCormick – Asst. Director of Construction Services, Iowa State University
- Jon Harvey – Architect and Project Manager, Iowa State University
- Steve Schainker – City Manager, City of Ames
- Damion Pregitzer – Traffic Engineer, City of Ames
- Steve Osguthorpe – Planning & Housing Director, City of Ames
- Charlie Kuester – City Planner, City of Ames
- Sheri Kyras – CyRide Transit Director
- Rich Leners – CyRide Asst. Director of Fleet and Facilities

**Design Consultant Team:**

- Kevin Monson – Principal, Neumann Monson Architects
- William Anderson – Project Manager, Neumann Monson Architects
- Tim Schroeder – Design Architect, Neumann Monson Architects
- Richard Rich – Owner, Rich and Associates (parking, structural engineering)
- Terry Elliott P.E. – Engineer, Rich and Associates
- Jerod Gross – Snyder and Associates (civil engineering)
- Ryan Chapman - KJWW (mechanical/electrical engineering)
- Jill Boetger - Confluence (landscape design)
- Jim Stecker - Stecker Harmson (cost estimation)

The committee began by identifying the philosophy and impact that the smaller facility would have on the Ames community. The choices before the committee were to develop either a:

1. **Smaller Project Only** - In this option, the facility design would maximize the transportation connections and economic impact of the project within the existing budget. The community would not pursue building the larger facility that was originally envisioned.
2. **Phased Project** – In this option, the facility design would again maximize transportation connections and economic impact within the first phase and within grant funds available. The project would identify additional segments of the building that could be funded if additional grants or funding became available, with the vision that the larger facility could be built in phases over time.

After committee discussion, it was resolved to develop the design in a phased approach, but with the stipulation that the first phase stand alone providing maximum connections and economic benefits even if additional funding and phases were not able to be built.

As the committee's discussion proceeded on specific elements that the design should include in the smaller, first phase, two components of the facility were identified as priorities to meet the goal of transportation connectivity and economic development in Ames. These facility components were: intercity/regional carrier terminal and parking.

With these two priority components, and after a community workshop and public meeting, the following elements of the facility are planned to be constructed in the first phase of the project:

- Intercity-Regional Carrier Terminal/Bus Bays
- Bike Path through the Site with bike lockers/racks
- Structured/Surface Parking
- Taxi Stand/Cut Out
- Public Restrooms/Showers
- Office to Support Activities/Management of the Facility
- Pocket Park

In summary, the Intermodal Facility project would include approximately 135,000 square feet of parking, 1,500 square feet of office (management/bus terminal/restrooms/shower) and 29,000 square feet of roadway (bus lane and bays/bike path/taxi cutout).

In addition, due to the positive bidding climate today and the assumption that this situation may apply when construction bids are awarded, three bid alternates are anticipated in the construction bid package. These additional facility components of the facility may fluctuate in the final package as a result of monitoring the construction climate. The anticipated components to be included in the bid alternates are as follows:

- Bicycle Path Through the Adjacent Arboretum
- Additional ½ Parking Deck
- Additional Full Parking Deck

## Project Components

The Ames Intermodal Facility's functional components are displayed on Attachments 1 - 4, and are generally described as follows:

**Intercity - Regional Carrier Terminal/Bus Bays -** The Intermodal facility would incorporate an enclosed terminal adjacent to the bus bays on the north side of the facility that would house the intercity carriers of:

- **Jefferson Lines** - Private intercity bus service
- **Burlington Trailways** – Private intercity bus service
- **Executive Express** – Private airport shuttle service between Central Iowa and the Des Moines Airport with stops in Ames
- **Heartland Senior Services** – Regional public transportation provider of elderly and disabled rides in Ames and Story County

The 1,000 square foot, enclosed, temperature-controlled terminal area would include a waiting area for customers of these services, as well as, ticket sales, office and storage rooms. Two bus bays would be constructed outside the enclosed terminal accommodating 45' vehicles to serve the intercity/regional carriers. In recent discussions with these transportation services, there would be no more than two vehicles in the terminal at any one time allowing for convenient and smooth operations in this area. Additionally, as requested in the April 7, 2010 public meeting, bike racks will be incorporated under the bus terminal "overhang" to accommodate bike enthusiasts. If the

bike path is able to be constructed, the bike racks could be replaced with bike lockers in this same area.

Transit vehicles would enter the facility from the west on Sheldon Avenue and travel eastward along the "Bus Drive" to the terminal area under the first level of the parking structure allowing for one-way circulation across the site. This drive will be graded so that it is 1-2 feet above the 500 year flood plain and 5 feet above the 100 year flood plain elevation, therefore, addressing the threat of potential flooding. The height of the terminal area would be 18' from ground-level floor to first-deck floor with 15' clear accommodating all types of vehicles. Buses would exit the terminal at Hayward and Chamberlain Streets, traveling north on Hayward to Lincoln Way.

The Jefferson Lines, Burlington Trailways, and Heartland Senior Services operations within the facility will be a drop off-/pick-up site only and will not house vehicles in the facility. The Des Moines Airport shuttle operator, Executive Express, will have its offices in the terminal and will need space for its vehicles. They currently operate 4 vehicles, however, the facility will accommodate up to 6 vehicles allowing for future growth within the parking structure for this use.

CyRide routes are located one block east and north allowing for easy access to public transportation services in Ames. It is the desire of the community to add CyRide into the facility in future phases for more convenient connections. Two bus bays have been cited west of the intercity carrier's bays for this expansion at a future date.

**Bike Path On Site /Lockers** - A bike path will be included on the Intermodal Facility Site extending from Sheldon to Hayward Ave. This path would be approximately 760 feet in length and would be 10 feet wide. As envisioned, it would connect with the redeveloped Campustown area and into Iowa State University's campus providing a link with the Campus area. The alignment through the Intermodal Facility site is north of, and adjacent to, the vehicular/bus entrance, on the west traveling north of the "Bus Drive" and facility, along College Creek. The project will also include 12 enclosed, bike lockers and bike racks.

**Taxi Stand/Cut Out** - The facility design includes a roadway "cut-out" on Hayward Avenue, on the east side of the facility just south of the "Bus Drive" exit that would accommodate two taxis at any one time. The length of the cut out on Hayward Avenue would be 45-feet in length.

**Public Restrooms** – The public restrooms would be located either adjacent to or included as part of the intercity-regional carrier terminal. They would serve the transportation and parking functions of the facility and as an economic development tool adding a valued amenity to the Campustown area directly east of the facility. This area would consist of 850 square feet with two women's and two men's restrooms. A locked shower area of 150 square feet may also be included in the facility after further discussions regarding facility security.

**Structured/Surface Parking** – The Intermodal facility would include a combination of structure and surface parking spaces to allow for a more cost efficient design. Specifically, 305 structured spaces and 94 surface parking spaces west of the structure have been designed into the facility for a total of 399 spaces. The structured spaces are oriented north-south on the eastern section of the site, approximately 70 feet from the curb line of Hayward Avenue allowing for the scale of the building to be less obtrusive, and 27 feet from the residential properties to the south. The height of the facility would be as much as 52 feet at the stair tower, but only 10 feet at the south end nearest the residential area. The surface spaces are located west of the structure arranged in a "v" design. The lowest level of the structure accommodates parking, bus loading, as well as the occupied program components like the terminal and restrooms. The slope of the

adjacent street (Hayward) allows access directly to the main pool of parking at the southeast corner of the site. The second level is 18 feet above the bus loading area. Above this area, the remaining structured parking circulates up at 11'4" floor-to-floor. Circulation to the lowest level is provided via surface parking west of the structure, which takes advantage of the existing grade. The initial use of these spaces is anticipated to be as follows:

| Parking Space Use | Weekdays | Weekends |
|---|---|---|
| Replace Lot 60 | 232 | 232 |
| Shared Commuter/ISU/Campustown Use | 126 | 126 |
| Intercity-Regional Carriers Customers | 15 | 15 |
| Airport Shuttle Operator Vehicles | 6 | 6 |
| Vanpool/Carpool | 20 | 20 |
| **TOTAL** | **399** | **399** |

The exact uses of the spaces will be adjusted as need is identified once the facility opens to maximize revenue. For example, if the intercity-regional carrier spaces are inadequate, additional spaces will be allocated to this need and reduced in other areas or if the vanpool/carpool spaces are not committed for a period of time, they could be available for other facility occupants.

Iowa State University will also review its parking policy and encourages its vanpool and carpool participants to utilize this facility to the greatest extent possible. The Ames Intermodal Facility will accommodate up to 20 parking spaces for vanpool/carpool vehicles. These spaces will be free for these vehicles; however, if after completing the redesigned facility's projected revenues and expenses additional revenue is needed to satisfactorily maintain and operate the facility, CyRide requests the ability to reconsider this free fee with the Federal Transit Administration.

Vehicles entering/exiting the facility would do so either from the west on Sheldon Avenue or from the east on Hayward Avenue. Vehicles entering from the west would share a roadway with buses for approximately 150 feet and then turn right into the surface parking area. From this location, they could enter the lower, ground level or continue east into the structured parking deck and continue up the various levels. If a vehicle enters from the east, it would travel through the structure to park in a surface space/lower level or turn right and travel up the levels of the structure.

Security cameras would be incorporated throughout the facility for customer safety.

**Office to Support Activities/Management of the Facility** – Incorporated into the terminal area would be approximately 500 feet of office area to support the management/security of the facility. This area would be used by the entity that is chosen to operate the facility for CyRide as well as a possible presence by Iowa State University's Department of Public Safety/ City of Ames Police Department during non-traditional hours allowing for heightened security particularly with the public restrooms.

**Pocket Park** - At the public meeting held to discuss this facility, the public requested that the triangular "green space" in on the northeast portion of the site be developed into a "pocket park" with amenities such as benches, walkways, etc. This will be incorporated into the site in addition to the trees so that the facility can be enjoyed to its fullest.

**Bid Alternate Facility Features:**

**Arboretum Bike Path** - A bike path that would extend from State Street, through the Iowa State University Arboretum connecting with the Intermodal Facility Site bike path would be included as an alternate. This path would be 10 feet wide. As envisioned, it would connect with the Intermodal Site path and Redeveloped Campustown path and into Iowa

State University's campus providing a link from west Ames into the Campus area. Specifically, the path would travel through the Arboretum in the vicinity of College Creek extending from 520th Ave. (State St.) to Sheldon Ave, The specific location through the arboretum will be designed in the final design stage of this project.

**½ Parking Deck** – An additional ½ parking deck would be included as an alternate, which would allow for a "flat" north to south deck. This would provide for an efficient facade to be attached to the structure and provide an additional 37 parking spaces.

**Full Parking Deck** – A second parking deck option would be an additional full parking deck to be added as a bid alternate increasing the number of parking spaces by 109.

The Ames Intermodal Facility is designed as described above to be a stand-alone facility meeting community transportation and economic development needs, but with the capability to accommodate additional phases in the future to provide further benefits as originally envisioned. It will be designed to the highest LEED standard possible within the identified budget. It is the community's desire to include a sufficient amount of features (local/regional materials, construction waste management, etc.) that will allow it to be considered for the gold standard. Additionally, the facility will utilize a Design-Bid-Build process with award to the lowest competent bidder.

## BUDGET

The TIGER program award was $8,463,000; however, Iowa's Congressional delegation was able to secure an additional Section 5309 award for $350,000 at 80%. Therefore, the total budget available for the Ames Intermodal Facility project is as follows on the next page:

| Funding Source | Dollars |
|---|---|
| TIGER Grant (100%) | $8,463,000 |
| Section 5309 (80%) | $350,000 |
| Local Match for 5309 (20%) | $87,500 |
| **TOTAL** | **$8,900,500** |

The itemized budget below details how funds would be spent on the Intermodal Facility.

| Budget Category | Total Cost |
|---|---|
| **Construction** | |
| Facility | $5,903,473 |
| Site Demolition of Existing Parking Lot | $19,354 |
| Site Work – Earthwork | $702,202 |
| Bike Trail Across Building Site (including lockers) | $133,077 |
| Utility Work | $87,636 |
| Exterior Pavements | $419,910 |
| Relocation of Utilities – Third Party Agreement | $0 |
| **Total Construction Cost** | $7,265,652 |
| Project/Construction Management Cost (ISU) | $440,000 |
| Contingency (7% of Tot. Construction Cost) | $508,596 |
| **Total Construction Cost With PM/CM and Contingencies** | **$8,214,248** |
| **Land Acquisition and Relocation Assistance** | $0 |
| **Engineering and Design (approx 7.5% of Tot. Const. Costs with Cont.)** | $581,252 |
| **Cost for Equipment – Parking Ticket Kiosks** | $100,000 |
| **Cost for Equipment – Furniture for Terminal Waiting Area/Office** | $5,000 |
| **Contract Administration (CyRide)** | $0 |
| **TOTAL ESTIMATED COST** | **$8,900,500** |

The project will include bid alternates to take advantage of the anticipated positive bidding climate allowing for more of the facility to be constructed as originally envisioned. Four specific alternates are proposed at this time to be included in the bid. Their estimated cost is as follows on the next page.

| Budget Category | Total Cost |
|---|---|
| **Bike Path Through Arboretum** | $325,965 |
| **½ Parking Deck** | $745,328 |
| **Full Parking Deck** | $2,487,784 |

## PROJECT SCHEDULE

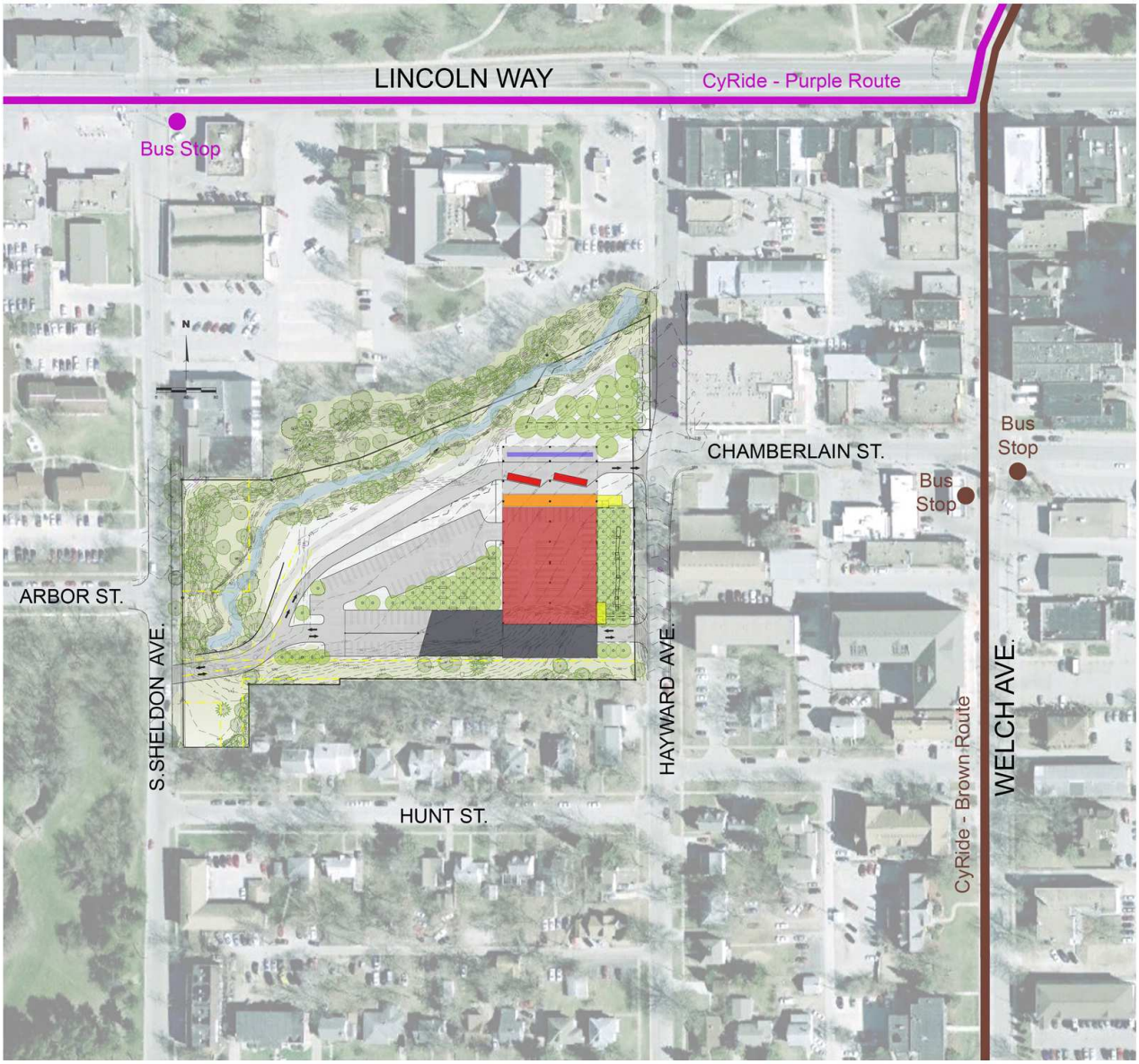
Based on a May 17, 2010 approval date and a June 2012 completion date, the following schedule is anticipated for the Ames Intermodal Facility project.

| Milestone | Estimated Date |
|---|---|
| Final Design Completed | September 30, 2010 |
| Construction Documents Completed* | December 31, 2010 |
| Ready to Advertise Notice | January 2, 2011 |
| Construction Bids Released | January 3, 2011 |
| Construction Award | March 3, 2011 |
| Notice to Proceed to Contractor | March 15, 2011 |
| Construction Start | April 1, 2011 |
| Construction Substantial Completion | June 1, 2012 |
| Occupancy | June 1, 2012 |

*Submittals will be sent to FTA at 50% and 95% completion.

Due to the start of the Facility's Final Engineering being delayed three months from the original TIGER submission from February 19, 2010 to May 18, 2010, the window of opportunity to bid and begin construction before winter will not be able to be achieved. Therefore, the above schedule reflects a construction start in April, in the beginning of the spring construction instead of winter construction. It is believed that starting this project in April instead of December will allow prices to be lower resulting in greater use of federal dollars.

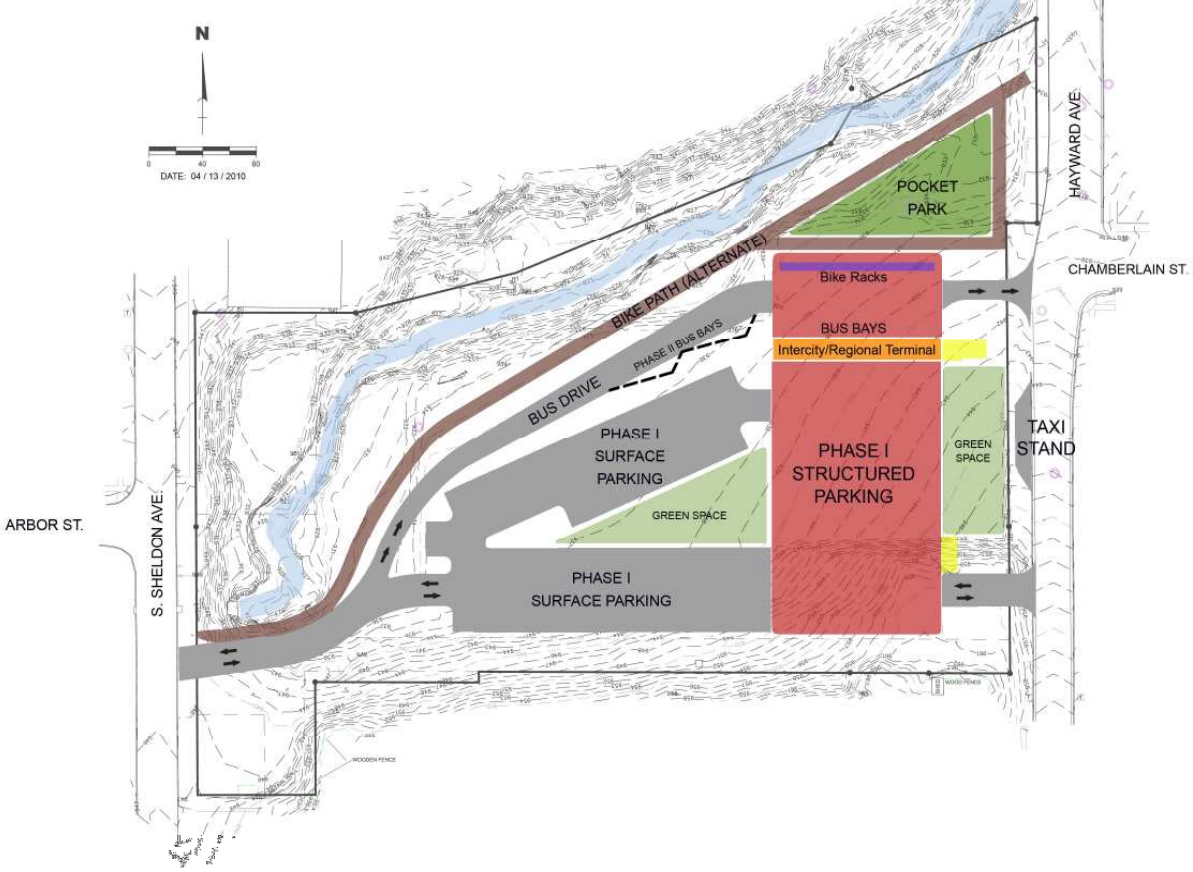
# AMES INTERMODAL FACILITY SITE LOCATION – ATTACHMENT 1



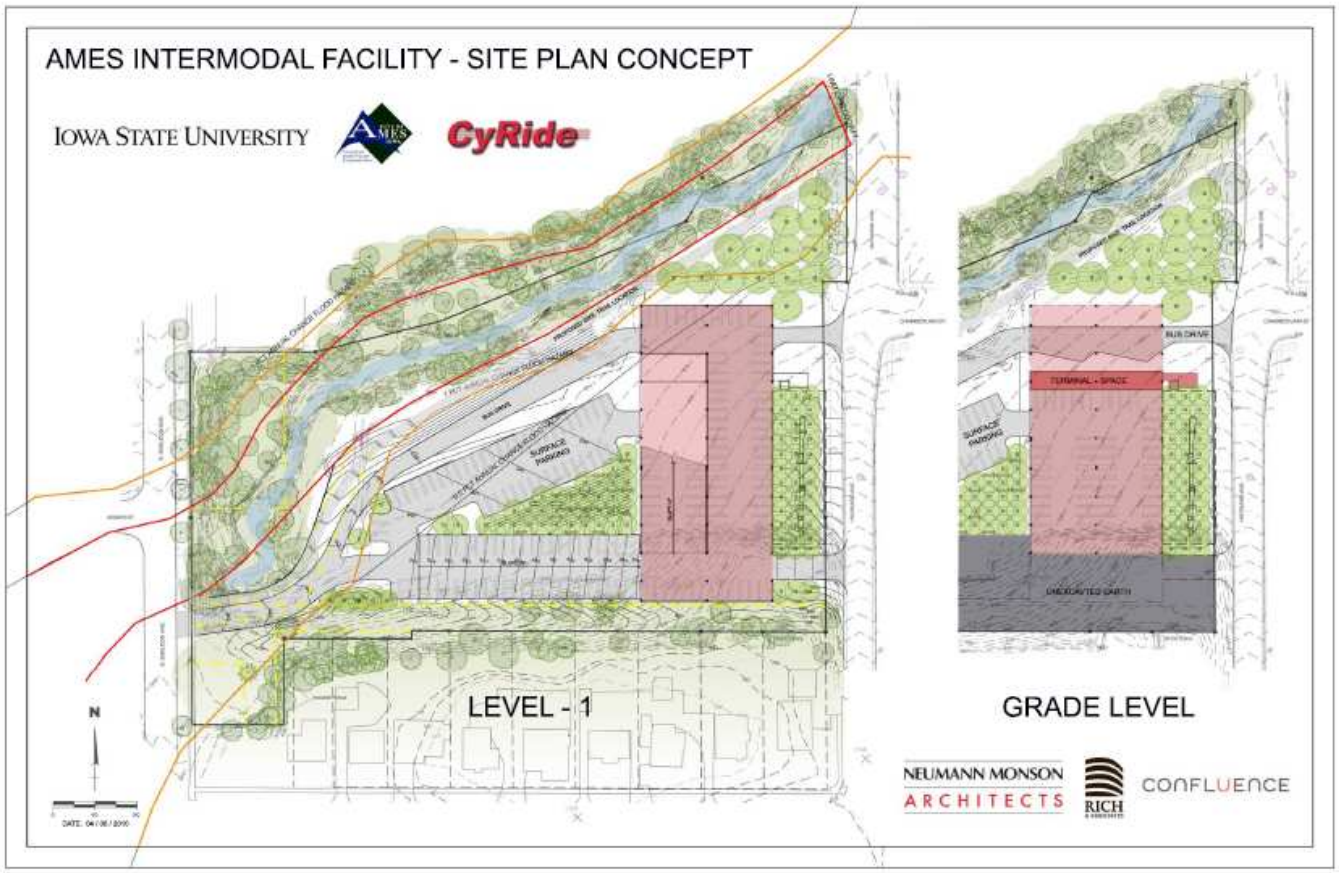

IOWA STATE UNIVERSITY

# AMES INTERMODAL FACILITY FLOOR PLAN – ATTACHMENT 2

IOWA STATE UNIVERSITY



# AMES INTERMODAL FACILITY SITE PLAN – ATTACHMENT 3



# AMES INTERMODAL FACILITY RENDERING –ATTACHMENT 4


No Facade Illustrated