Request for Qualifications and Proposals

Visioning and Zoning Code Update for Downtown Cedar Falls, Iowa

Contact:
Karen Howard, AICP
Planning & Community Services Manager
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613
(319) 268-5169

Karen.Howard@Cedarfalls.com

Date of Issue: October 24, 2018
Proposals must be received by 5:00 PM, November 20, 2018
BACKGROUND:

The City of Cedar Falls (pop. 40,000) is located along the Cedar River in northeast Iowa. It is home to the University of Northern Iowa (UNI), one of Iowa’s three public universities. Historic Downtown Cedar Falls has a thriving mainstreet with over 30 unique shops and boutiques, numerous restaurants and bars, hotels, offices, an active co-working/entrepreneurial center and a growing number of residential condominiums and apartments. Downtown is surrounded by older traditional neighborhoods laid out in a gridded street pattern. While the surrounding residential neighborhoods have a predominately single family character, there is a large demand for student rental housing and many older homes have been divided into apartments. Demand is also high among more permanent residents for intact homes with historic character located within walking distance of Downtown and UNI.

Increased development pressure for new housing and business opportunities in the Downtown and surrounding neighborhoods has prompted the need for updated zoning to guide future development in a manner that is consistent with the community’s vision. The City is interested in exploring the possibilities for new housing types to respond to changing demographics (millennials, empty nesters, retirees, etc.) and the demand for walkable urban living at a small city scale. The City has a traditional use-based zoning code, but is interested in exploring form-based zoning for the downtown area. There is a Central Business District Overlay zoning district that imposes additional standards and a design review process for new development within a defined area of the downtown.

The City is seeking a qualified consulting firm to lead the effort to develop a detailed vision plan and an associated zoning ordinance for Downtown Cedar Falls and near neighborhoods as illustrated on the study area map, below. The study area includes the central business district (CBD) and areas surrounding the CBD that transition into the traditional residential neighborhoods to the west. It also includes the extended Main Street corridor and areas immediately south and northwest of downtown along the south side of the Cedar River. Minor adjustments may be made to the study area based on guidance from the Consultant and input from the City Council during goal setting for the project. This effort will serve as a demonstration project that may prompt similar visioning and zoning code updates in the future for other areas of the city.
SCOPE OF SERVICES:

PRIMARY WORK PRODUCTS: This contract will result in a Vision Plan, including a detailed illustrative plan and new zoning, meant to supersede the present zoning ordinance and other local land development regulations that apply to Downtown Cedar Falls and near neighborhoods as illustrated on the attached map.

Note: The contract may include an option for future amendments to extend similar services to other areas of the community.

ANTICIPATED SCOPE:

1. INITIAL REVIEW AND ANALYSIS
   a. **City Council Goal-Setting.** The Consultant will conduct a goal-setting session with the Cedar Falls City Council to establish the over-arching goals for the project. With guidance from the Consultant, minor adjustments to the study area may be considered.
   b. **Interviews.** The Consultant will interview appropriate stakeholders involved with the project. These interviews will include groups and individuals including elected officials, nonprofit organization leaders, including Community Main Street, property owners, neighborhood representatives, local design professionals, developers, business organizations, and municipal staff.
   c. **Site Analysis.** The Consultant will become familiar with the physical details of the study area and the historic patterns of urbanism and architecture in the surrounding region.
   d. **Website.** The Consultant will provide information for the City of Cedar Falls website. As officials deem appropriate, the Consultant will provide materials including text, photographs, maps, renderings, and other images for the web site. This material will describe the Consultant’s credentials and help explain the project’s process.

2. PUBLIC VISIONING PROCESS
   a. **Generate necessary background maps.** The City of Cedar Falls will provide all available base map information as needed by the Consultant. These documents will be used to produce the maps that will be used during the Visioning process and preparation of the zoning code.
b. **Public Workshop and/or Design Charrette.** With assistance from City planning staff, the Consultant will organize and lead visioning and design workshops or a full planning charrette to engage the community, gather ideas and goals to formulate the vision and implementation strategies. The Consultant will tailor the workshop or charrette to obtain maximum community input so as to produce the best possible illustrative Vision Plan on which to base the new code. The charrette format will also take into consideration the findings of the initial site analysis, goals established by the City Council, input from staff, and information obtained at previous meetings, workshops, and interviews. While the end result will be new land development regulations, the public process may include discussions of alternatives for street design, street connectivity, and town planning strategies that create vital town centers, corridors, and livable neighborhoods. At the conclusion of the workshop(s), the Consultant will present the work generated to-date. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented, posted on the project webpage, and further feedback solicited from the community. Local government officials will attend this presentation along with residents, business and property owners, and other stakeholders and interested community organizations.

c. Based on public feedback, a final draft of the illustrative Vision Plan will be presented to the Planning and Zoning Commission and City Council for final adoption.

3. **DRAFTING THE ZONING REGULATIONS**

a. **Design Parameters for the Code.** The consultant will draft a zoning code to include the following basic elements. The new code will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space. The new code will incorporate a regulating plan, building form and frontage standards, street standards (plan and section), use regulations as needed, descriptive building or lot types, and other elements needed to implement the principles of functional and vital urbanism and practical management of growth. Sections of this document would typically include the following:

- **Overview,** including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- **Regulating Plan** (a schematic representation of the master plan) illustrating the location of streets, blocks, public spaces (such as greens, squares, and parks), and other special features. Regulating plans may also include aspects of Building Form Standards such as “build-to-lines” or “required building lines” and building type or form designations.
• **Building Form Standards** governing basic building form, scale, placement, frontage, and fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of historic character of the existing area, building types appropriate for the region, climate, and neighborhood vitality.

• **Public Space/Street Standards** defining design attributes and geometries that balance the needs of all users while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.

• **Building/Lot types** that demonstrate the variety and scale of development possible within the district as indicated on the regulating plan.

• **Architectural standards** that ensure a high quality of design and exterior materials consistent with the desired character of development in the community.

• **Landscape standards** for frontage areas and parking lots.

• **Parking management and location standards** that ensure adequate parking supply in a manner that coincides with the building form standards to maintain pedestrian-oriented streetscapes. These will be informed, in part, by the results of a Downtown Parking Study currently being conducted.

b. **Integration of the Zoning Regulations.** The new zoning regulations must be integrated into the City of Cedar Falls’ existing regulatory framework (zoning and land development regulations) in a manner that insures procedural consistency, meshes with state and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code. The consultant will provide guidance regarding integration of the new regulations into the existing code.

4. **REFINING THE CODE**

a. **Staff/Technical Advisory Committee Review.** The Consultant will submit a preliminary draft of the code to the Staff/Technical Advisory Committee for initial review and comment.

b. **Presentation of First Draft.** The Consultant will present the first public draft of the code for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and posted on the website. A presentation will be made to a special audience of stakeholders and neighborhood residents, and will be presented at a larger community meeting, which may include municipal boards and committees, as determined by the City.
c. **Presentation of the Second Draft.** After making revisions in response to comments on the first draft, the Consultant will present the second draft of the code at another meeting convened by the City.

d. **Meetings with Stakeholders.** The Consultant will attend and participate in up to two additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments. These may occur at strategic times during the drafting process, as determined by the City in consultation with the Consultant.

5. **APPROVAL PROCESS**

a. **Public Hearing/Worksession Presentations.** The consultant will make at least one formal presentation of the draft that has been refined through the public input process outlined above to the Planning & Zoning Commission and one formal presentation to the City Council.

b. **Additional Revisions.** The Consultant will be responsible for up to two rounds of revisions that may become necessary between public hearing/worksession presentations. City planning staff will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses.

**SUBMITTAL SUMMARY:**

Submittals should be provided in 6 identical hardcopies and one electronic copy, and include the following items, along with other material to demonstrate Consultant’s expertise and capability:

1. A written description of the Consultant’s step-by-step approach to the project, including an estimated timetable.
2. The expertise of the team assembled by Consultant to carry out the work.
3. A list of comparable projects undertaken by Consultant and/or team members, including visioning, illustrative plan development, and code drafting.
4. A copy of at least one municipal form-based code previously created by the Consultant and adopted into law.
5. Cost for Services (submitted in a separate sealed envelope)
6. Acknowledgement that the Consultant has reviewed and can meet the City of Cedar Falls insurance requirements.

**RECOMMENDED FORMAT FOR SUBMITTALS:**

1. **DESCRIPTION OF APPROACH:** Up to two pages describing the Consultant’s typical approach to projects similar to this one, including the nature of the public process and intended extent of public involvement.
2. **TEAM EXPERTISE:** Brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience creating form-based codes, and a listing of key personnel who will be working on this project and their specific role and relevant qualifications.

3. **PROPOSED WORK PROGRAM:**
   - Tasks to be performed.
   - Timeline for completion of each task.
   - Schedule of work products.
   - Plan for communication with the City throughout the process.

4. **COMPARABLE PROJECTS:** Summary of form-based code projects in progress or completed, with the following information for each code:
   a. Reference name, with current contact information
   b. Current status of code (drafting in progress; drafting completed; adopted?)
   c. Nature of public involvement in formulation of code
   d. Client type (clarifying role of private sector client, if any)
   e. Was the vision plan created as part of this process, or done separately?
   f. Size and scale of geographic area
   g. Type of development (greenfield? infill/redevelopment? city-wide code?)
   h. Type of code
      i. Mandatory (integrated into existing code, or freestanding?)
      ii. Optional “parallel” code?
      iii. Floating-zone code?

5. **SAMPLE CODE DOCUMENT:** Please include up to three samples of illustrative plans and code documents selected from the list of comparable projects (at least one of these must be a sample code). If this document is the code as originally proposed by Consultant, please also include the code as formally adopted by the municipality and a brief explanation of differences between the two. Photos of designed or built results of the code are encouraged but must be accompanied by a description of their specific relationship to the form-based coding process.

6. **COST FOR SERVICES:** Please submit a detail of cost for services in a separate sealed envelope.

**EVALUATION OF SUBMITTALS:**

Consultants responding to this RFP must demonstrate the following:
- Experience in preparing municipal zoning codes, including form-based codes that regulate development and redevelopment in other communities.
- Experience in building community consensus to support innovative regulatory structures.
• Strong graphic skills.
• Strong skills in written and oral communication.
• Experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character.
• Experience in writing or implementing municipal land development regulations.

The City of Cedar Falls will evaluate all submittals to determine which Consultants have the experience and qualifications that are most suited for this project. Evaluation will be based on qualifications, the scope of work proposed, and review of similar projects with references checked. Fee for services will then be reviewed and potentially negotiated in light of available funding for the project.

The City may request personal interviews with the highest-ranked Consultants or may request one or more prospective Consultants to submit additional information, as needed, to make a consultant selection.

**SUBMITTAL DEADLINE:**

All proposals must be received by 5:00 PM on November 20, 2018 to the address listed below.

Any proposals received after that time will not be considered. The City of Cedar Falls reserves the right to reject any and all proposals, to award the contract to other than the low proposer, to award separate parts of the services required, to negotiate the terms and conditions of all and/or any part of the proposals, and in general, to make the award in the manner as determined to be in the City’s best interest and sole discretion.

Six (6) original hardcopies of the letter of transmittal, qualifications, proposal, and insurance acknowledgement must be sent to:

**City of Cedar Falls**
**Downtown Zoning Update**
**Attn: Karen Howard, Planning & Community Services Manager**
**220 Clay Street**
**Cedar Falls, IA 50613**

And one electronic version of the letter of transmittal, qualifications and proposal must be submitted by email to [Karen.Howard@cedarfalls.com](mailto:Karen.Howard@cedarfalls.com). After initial review, consultants may be asked to submit additional information or to make a presentation to the Review Committee.

Please direct any inquiries regarding this RFP to Karen Howard at the email address above.
**Anticipated Schedule of Selection Process**

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<th>Event</th>
<th>Date</th>
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<tr>
<td>Request for Qualifications and Proposals</td>
<td>October 24, 2018</td>
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<td>Issued</td>
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<tr>
<td>All Proposal Elements Due</td>
<td>November 20, 2018</td>
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<tr>
<td>Proposal Review/Consultant Interviews</td>
<td>1st two weeks of December 2018</td>
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<tr>
<td>Consultant selection/Contract Award by Council</td>
<td>January 2019</td>
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<td>Notice to Proceed</td>
<td>January 2019</td>
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**INSURANCE REQUIREMENTS ATTACHED**

(Note: In transmittal letter please acknowledge that the insurance requirements have been reviewed and can be met).
INSURANCE REQUIREMENTS FOR CONTRACTORS FOR THE CITY OF CEDAR FALLS

*** This document outlines the insurance requirements for all Contractors who perform work for the City of Cedar Falls. The term "contractor" as used in this document shall be defined as the general contractor, artisan contractor, or design contractor that will be performing work for the City of Cedar Falls under contract.

1. All policies of insurance required hereunder shall be with an insurer authorized by law to do business in Iowa. All insurance policies shall be companies satisfactory to the City and have a rating of A-, VII or better in the current A.M. Best Rating Guide.

2. All Certificates of Insurance required hereunder shall include the Cancellation & Material Change Endorsement. A copy of this endorsement is attached in Exhibit 1.

3. Contractor shall furnish a signed Certificate of Insurance to the City of Cedar Falls, Iowa for the coverage required in Exhibit 1. Such Certificates shall include copies of the following endorsements:
   a) Commercial General Liability policy is primary and non-contributing
   b) Commercial General Liability additional insured endorsement – See Exhibit 1
   c) Governmental Immunities Endorsement – See Exhibit 1

Copies of additional insured endorsements, executed by an authorized representative from an Insurer duly licensed to transact business at the location of the jobsite, must be provided prior to the first payment.

Contractor shall, upon request by the City, provide Certificates of Insurance for all subcontractors and sub-sub contractors who perform work or services pursuant to the provisions of this contract.

4. Each certificate shall be submitted to the City of Cedar Falls.

5. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Cedar Falls. Failure to obtain or maintain the required insurance shall be considered a material breach of this agreement.

6. Failure of the Contractor to maintain the required insurance shall constitute a default under this Contract, and at City’s option, shall allow City to
terminate this Contract for cause and/or purchase said insurance at Contractor’s expense.

7. Contractor shall be required to carry the following minimum coverage/limits or greater, if required by law or other legal agreement; as per Exhibit 1:

- This coverage shall be written on an occurrence, not claims made form. All deviations or exclusions from the standard ISO commercial general liability form CG 001 shall be clearly identified and shall be subject to the review and approval of the City.

- Contractor shall maintain ongoing CGL coverage for at least 2 years following substantial completion of the Work to cover liability arising from the products-completed operations hazard and liability assumed under an insured contract.

- Governmental Immunity endorsement identical or equivalent to form attached.

- Additional Insured Requirement – See Exhibit 1. The City of Cedar Falls, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers shall be named as an additional insured on General Liability Policies for all classes of contractors.

Contractors shall include coverage for the City of Cedar Falls as an additional insured including ongoing and completed operations coverage equivalent to: ISO CG 20 10 07 04* and ISO CG 20 37 07 04**

* ISO CG 20 10 07 04 “Additional Insured – Owners, Lessees or Contractors – Scheduled Person or Organization”

** ISO CG 20 37 07 04 “Additional Insured – Owners, Lessees or Contractors – Completed Operations”

8. Errors & Omissions: If the contract’s scope of services includes design work or other professional services, then Contractor shall maintain insurance coverage for errors, omissions and other wrongful acts or omissions (except for intentional acts or omissions), arising out of the professional services performed by Contractor. Contractor shall maintain continuous Errors & Omissions coverage for a period commencing no later than the date of the contract, and continuing for a period of no less than 2 years from the date of completion of all
work completed or services performed under the contract. The limit of liability shall not be less than $1,000,000.

9. Separation of Insured’s Provision: If Contractor’s liability policies do not contain the standard ISO separation of insured’s provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

10. Limits: By requiring the insurance as set out in this Contract, City does not represent that coverage and limits will necessarily be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation on Contractor’s liability under the indemnities provided to City in this Contract. The City will have the right at any time to require liability insurance greater than that otherwise specified in Exhibit 1. If required, the additional premium or premiums payable shall be added to the bid price.

11. Indemnification (Hold Harmless) Provision: To the fullest extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Cedar Falls, Iowa, its elected and appointed officials, directors, employees, agents and volunteers working on behalf of the City of Cedar Falls, Iowa against any and all claims, demands, suits or loss, including any and all outlay and expense connected therewith, and for damages which may be asserted, claimed or recovered against or from the City of Cedar Falls, Iowa, its elected and appointed officials, directors, employees, agents and volunteers working on behalf of the City of Cedar Falls, Iowa, including, but not limited to, damages arising by reason of personal injury, including bodily injury or death, and property damages, which arises out of or is in any way connected or associated with the work and/or services provided by the Contractor to the City of Cedar Falls, Iowa pursuant to the provisions of this contract to the extent arising out of the errors, omissions or negligent acts of the Contractor, its agents, employees, subcontractors or others working on behalf of the Contractor. It is the intention of the parties that the City of Cedar Falls, Iowa, its elected and appointed officials, directors, employees, agents and volunteers working on behalf of the City of Cedar Falls, Iowa shall not be liable or in any way responsible for the injury, damage, liability, loss or expense incurred by the Contractor, its officers, employees, subcontractors, and others affiliated with the Contractor due to accidents, mishaps, misconduct, negligence or injuries either in person or property resulting from the work and/or services performed by the Contractor pursuant to the provisions of this contract, except for and to the extent caused by the negligence of the City of Cedar Falls, Iowa.

The Contractor expressly assumes full responsibility for damages or injuries which may result to any person or property by reason of or in connection with the work and/or services provided by the Contractor to the City of Cedar Falls, Iowa pursuant to this contract to the extent arising out of the errors, omissions or negligent acts of the Contractor, its agents, employees, subcontractors or others working on behalf of the Contractor, and agrees to pay the City of Cedar Falls,
Iowa for all damages caused to the City of Cedar Falls, Iowa premises resulting from the work and/or services of the Contractor, its officers, employees, subcontractors, and others affiliated with the Contractor to the extent arising out of such errors, omissions or negligent acts.

The Contractor represents that its activities pursuant to the provisions of this contract will be performed and supervised by adequately trained and qualified personnel, and the Contractor will observe, and cause its officers, employees, subcontractors and others affiliated with the Contractor to observe all applicable safety rules.

13. Waiver of Subrogation: To the extent permitted by law, Contractor hereby releases the City of Cedar Falls, Iowa, its elected and appointed officials, its directors, employees, agents and volunteers working on behalf of the City of Cedar Falls, Iowa, from and against any and all liability or responsibility to the Contractor or anyone claiming through or under the Contractor by way of subrogation or otherwise, for any loss or damage to property caused by fire or any other casualty and for any loss due to bodily injury to Contractor’s employees. This provision shall be applicable and in full force and effect only with respect to loss or damage occurring during the time of this contract or arising out of the work performed under this contract. The Contractor’s policies of insurance shall contain a clause or endorsement to the effect that such release shall not adversely affect or impair such policies or prejudice the right of the Contractor to recover thereunder.

Completion Checklist

- Certificate of Liability Insurance (2 pages)
- Additional Insured CG 20 10 07 04
- Additional Insured CG 20 37 07 04
- Governmental Immunities Endorsement
**EXHIBIT 1 – INSURANCE SCHEDULE**

**General Liability (Occurrence Form Only):**
- Commercial General Liability
  - General Aggregate: $2,000,000
  - Products-Completed Operations Aggregate Limit: $2,000,000
  - Personal and Advertising Injury Limit: $1,000,000
  - Each Occurrence Limit: $1,000,000
  - Fire Damage Limit (any one occurrence): $50,000
  - Medical Payments: $5,000

**Automobile:** *(Combined Single Limit)* $1,000,000
If the Contractor does not own any vehicles, coverage is required on non-owned and hired vehicles.

**Standard Workers Compensation**
- Statutory for Coverage A
- Employers Liability:
  - Each Accident: $500,000
  - Each Employee – Disease: $500,000
  - Policy Limit – Disease: $500,000

**Umbrella:** $3,000,000
The Umbrella/Excess Insurance shall be written on a per occurrence basis and if the Umbrella/Excess is not written on a follow form basis it shall have the same endorsements as required of the primary policy(ies).

**Errors & Omissions:** $1,000,000
CITY OF CEDAR FALLS, IOWA
ADDITIONAL INSURED ENDORSEMENT

The City of Cedar Falls, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, are included as Additional Insureds, including ongoing operations CG 2010 07 04 or equivalent, and completed operations CG 2037 07 04 or equivalent. See Specimens.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess.

GOVERNMENTAL IMMUNITIES ENDORSEMENT
(For use when including the City as an Additional Insured)

1. Nonwaiver of Government Immunity. The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Cedar Falls, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Cedar Falls, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

2. Claims Coverage. The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

3. Assertion of Government Immunity. The City of Cedar Falls, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the City of Cedar Falls, Iowa.

4. Non-Denial of Coverage. The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Cedar Falls, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Cedar Falls, Iowa.

5. No Other Change in Policy. The insurance carrier and the City of Cedar Falls, Iowa agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.
CANCELLATION AND MATERIAL CHANGES ENDORSEMENT

Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction in coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to: Risk Management Office, City of Cedar Falls, City Hall, 220 Clay Street, Cedar Falls, Iowa 50613. This endorsement supersedes the standard cancellation statement on the Certificate of Insurance to which this endorsement is attached. Contractor agrees to furnish the City with 30 days advance written notice of cancellation, non-renewal, reduction in coverage and/or limits, and 10 days advance written notice of non-payment of premium.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Your Insurance Agency
123 Main Street
Anytown, IA 00000

CONTACT
NAME: [Redacted]
EMAIL: [Redacted]
PHONE: [Redacted]

COORDINATING PRODUCER
INSURER(S) AFFORDING COVERAGE
NAC #

INSURED
Business Name
123 Main Street
Anytown, IA 00000

COVERAGES
CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<td>A. GENERAL LIABILITY</td>
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<td>X. COMMERCIAL GENERAL LIABILITY</td>
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<td>CLAIMS MADE</td>
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<td>F. ERROR &amp; OMISSIONS</td>
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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 181, Additional Endorsement Form, if space is required)
City of Cedar Falls, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers are an Additional Insured(s) on the general liability policy on a primary and non-contributory basis (CG2010 & CG2037). Governmental Immunities Endorsement including 30 Days Notice of Cancellation Included. Waiver of Subrogation under the Work Comp & Gen Liab.

CERTIFICATE HOLDER
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**Commercial General Liability**

**CG 20 10 07 04**

**Policy Number:**

**COMMERCIAL GENERAL LIABILITY**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s)</th>
<th>Or Organization(s):</th>
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<tr>
<th>Location(s) Of Covered Operations</th>
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</table>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

**B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:**

This insurance does not apply to "bodily injury" or "property damage" occurring after.
1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

All terms and conditions of this policy apply unless modified by this endorsement.
**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s) Or Organization(s):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location And Description Of Completed Operations</th>
</tr>
</thead>
</table>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

*Section II – Who Is An Insured* is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

All terms and conditions of this policy apply unless modified by this endorsement.