

AGENDA ITEM SUMMARY

DATE: 10-11-10

DEPARTMENT: Legal

DEPT. HEAD SIGNATURE: 

SUBJECT: Memorandum of Understanding (Planning for Redevelopment of Friedman Memorial Airport Site).

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

At the last meeting, the Hailey City Council approved a Memorandum of Understanding which outlined the financial responsibility for the master planning of the Friedman Memorial Airport. The Friedman Memorial Airport Authority ("FMAA") reviewed that agreement and has requested revisions. I am attaching a clean version of the MOU and a redlined MOU which shows the revisions suggested by FMAA. All of the revisions seem to be directed to county concerns. For example, the MOU now provides that Mead and Hunt will also coordinate with the county and that the planning effort additionally will be sensitive to the county's needs.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

___ City Attorney	___ Clerk / Finance Director	___ Engineer	___ Building
___ Library	___ Planning	___ Fire Dept.	___ _____
___ Safety Committee	___ P & Z Commission	___ Police	___ _____
___ Streets	___ Public Works, Parks	___ Mayor	___ _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

This matter has been placed on the consent agenda. If the mayor and council do not have any issue with the proposed language and this item is not pulled from the consent agenda, then there should be a motion to approve the revised MOU and authorize the mayor to sign. If this item is pulled from the consent agenda, then the mayor and council should discuss the proposed revisions and suggest further revisions, if appropriate. Depending on the discussion, a motion may be made to approve the MOU as presented or as revised by the council, and authorize the mayor to sign.

FOLLOW-UP REMARKS:

*

MEMORANDUM OF UNDERSTANDING
PLANNING FOR REDEVELOPMENT OF
FRIEDMAN MEMORIAL AIRPORT SITE

1. The City of Hailey (“City”) and the Friedman Memorial Airport Authority (“Airport Authority”) have separately entered into an “Agreement for Development of the Replacement Airport and Redevelopment of the Friedman Memorial Airport,” dated June __, which sets forth the City’s, Airport Authority’s and Blaine County’s respective obligations and responsibilities in the planning for the replacement airport and for redevelopment of the existing airport site.
2. The City and Airport Authority have determined that it is most appropriate, and that it will optimize the usefulness of a plan, if the redevelopment plan considers the *entire* existing airport site without regard to ownership of specific parcels. Both the City and the Airport Authority understand that a practical redevelopment plan is integral to the airport relocation effort since the proceeds from the sale and redevelopment of the existing site will provide an important revenue source for development of the replacement airport.
3. The City and Airport Authority have decided that it is prudent to retain a consultant to assist in the planning for redevelopment of the existing airport site.
4. The City and Airport Authority have jointly decided that it is in their mutual interest to retain the same team to assist in redevelopment planning as is currently engaged in program management services for development of the replacement airport. The Mead & Hunt team (which includes, among others, the firms of Hart Howerton, Jviation, Ruscitto/Lantham/Blanton Architecture and Power Engineers) was selected by the Airport Authority according to procedures approved by the Federal Aviation Administration (“FAA”) for planning and professional services funded by federal grant funds. The Mead & Hunt team has expertise necessary to prepare a redevelopment plan that considers the needs of both the City and the Airport Authority.
5. The Airport Authority has determined, and FAA staff has concurred, that the redevelopment planning effort will provide an essential direct input necessary for the financial feasibility analysis that is being prepared for the replacement airport.
6. The redevelopment planning effort will be scoped as a separate set of tasks under the Airport Authority’s work order and contract with the Mead & Hunt team. The scope of work and direction to the Mead & Hunt team for the redevelopment planning tasks will provide that:
 - a. The Mead & Hunt team coordinate closely with the City and the County;

- b. The Mead & Hunt work product will be equally accessible to the City, the County and City staff and the Airport Authority and their respective staff;
 - c. The Mead & Hunt staff will take direction on these tasks jointly from Rick Baird and Beth Robrahn;
 - d. The principle underlying the redevelopment planning effort is to maximize the financial return upon sale of the existing airport site but to do so in a manner that is sensitive to the City's and County's needs, policies and objectives.
7. The Airport Authority will fund the redevelopment planning effort to the extent allowed by applicable law and regulations.
 8. The Airport Authority will be responsible for all contractual and financial matters relating to the Mead & Hunt team and will be responsible for compliance with applicable FAA requirements and advisory circulars for FAA grant-funded projects.
 9. While it is expected that the scope of work for the Mead & Hunt team will include all tasks that the Airport Authority, the City and the County need for a redevelopment plan, it is possible that the City and the County may request additional work that is needed only by the City or the County or that is not eligible for FAA grant funding. If the City or the County requests such additional tasks, Mead & Hunt will separate those tasks on their invoice so the Airport Authority can make arrangements for payment from the City or the County.
 10. The City will be primarily responsible (with assistance from the Airport Authority, as needed) for coordination with the Friedman family interests and for public outreach and solicitation of public input into the redevelopment planning effort.
 11. In the event of any disagreement between or among the City, the Mead & Hunt team or the Airport Authority over the redevelopment planning effort, Rick Baird and Beth Robrahn will be responsible for meeting and resolving any dispute in a manner that respects the City's crucial role in this effort but complies with applicable FAA directives, policies or advisory circulars.
 12. The final redevelopment plan will become the joint property of the City, the County and the Airport Authority upon completion.

IN WITNESS WHEREOF, the City and Airport Authority having been duly authorized, have hereunto caused this Memorandum of Understanding to be executed, on the day and year first above written.

CITY

By _____

Attest: _____

Clerk

AIRPORT AUTHORITY

By _____

MEMORANDUM OF UNDERSTANDING
PLANNING FOR REDEVELOPMENT OF
FRIEDMAN MEMORIAL AIRPORT SITE

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CITY

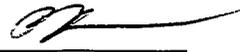
By _____

Attest: _____
Clerk

AIRPORT AUTHORITY

By _____

AGENDA ITEM SUMMARY

DATE: 10/11/10 DEPARTMENT: PW - Parks DEPT. HEAD SIGNATURE: 

SUBJECT: Motion to award a contract to All Seasons Landscaping for \$12,853 for the planting of trees and shrubs at the E W Fox Demonstration Garden and authorize the Mayor to sign upon review by the City Attorney.

AUTHORITY: ID Code _____ IAR: _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

This contract is for the planting of trees and shrubs previously purchased for the E W Fox Garden as a part of the grant received from the ID Dept of Lands. Completion of this project will occur in the spring.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)
____ City Attorney ____ Clerk / Finance Director ____ Engineer ____ Building
____ Library ____ Planning ____ Fire Dept. _____
____ Safety Committee ____ P & Z Commission ____ Police _____
____ Streets ____ Public Works, Parks ____ Mayor _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

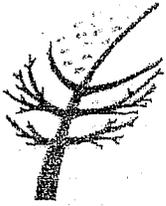
ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:
Date _____

City Clerk _____

FOLLOW-UP:
*Ord./Res./Agmt./Order Originals: Record *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies (AIS only) _____
Instrument # _____



ALL SEASONS LANDSCAPING, INC.

901 SOUTH MAIN STREET

BELLEVUE, ID. 83313

208-788-3352

October 1, 2010

Tom Hellen
Public Works Director City Of Hailey
115 Main Street South
Hailey, ID 83333

RE: E W Fox Demonstration Garden

Dear Tom,

On behalf of the staff and management of All Seasons Landscaping we appreciate the opportunity to present to you our bid on the landscape installation for the E W Fox Demonstration Garden. Please note the following items are not included in our bid.

1. Power to the irrigation controller
2. Benches
3. Walkways
4. Boulders
5. Dry stream bed
6. Kiosk
7. Monument Boulders
8. Utilities

All of these are shown on the plans provided but are not listed in the scope of work and there for we excluded them.

Should you have any questions we would be happy to review them with you. Please direct them to Steve Vasher who can be reached at 208-309-1426

Thank you again for the opportunity to work with you on this Hailey Project

Sincerely,

Mark Martens
President

Enclosures

E W Fox Bid Form

PROJECT IDENTIFICATION: E W Fox Garden Tree & Shrub Planting

THIS BID IS SUBMITTED TO:

The City of Hailey
115 Main St S
Hailey, ID 83333

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged.

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions, and (2) reports and drawings of a Hazardous Environmental Condition, if any, which has been identified in the Supplementary Conditions as provided in paragraph 4.06 of the General Conditions.

E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of

construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

I. Bidder has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by ENGINEER is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

LUMP SUM BID PRICE Twelve Thousand Eight Hundred Fifty Three (\$ 12,853.00)
(use words) Dollars (figures)

All specific cash allowances are included in the price(s) set forth above and have been computed in accordance with paragraph 11.02 of the General Conditions.

6.01 Bidder agrees that the Work will be substantially complete on or before October 31, 2010, and completed and ready for final payment in accordance with paragraph 14.07.B of the General Conditions on or before November 15, 2010.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

6.03 Bidder agrees to comply with Idaho Code 44-1001 through 44-1006, regarding employment of Idaho residents.

7.01 The following documents are attached to and made a condition of this Bid:

B. Bidder shall include in his Bid the name, or names and address, or addresses, and Idaho Public Works Contractor License Numbers of the Subcontractors who shall, in the event the Bidder secures the Contract, subcontract the plumbing, heating and air-conditioning work, and electrical work under the general Contract;

C. In addition to subcontractors for plumbing, heating and air-conditioning work, and electrical work, provide the names and addresses of the additional subcontractors, suppliers, individuals or entities called for in the Instructions to Bidders (include Idaho Public Works Contractor License Numbers for any subcontractors);

8.01 The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

SUBMITTED on Oct. 1, 2010

Idaho Public Works Contractor License No. PWLC-0-15474-AAA-4

Expiration Date 9/30/2011

A Corporation

Corporation Name: ALL SEASONS LANDSCAPING, INC. (SEAL)

By: [Signature]
(Signature -- attach evidence of authority to sign)

Name (typed or printed): MARK MARTENS

Title: PRESIDENT (CORPORATE SEAL)

Attest [Signature]
(Signature of Corporate Secretary)

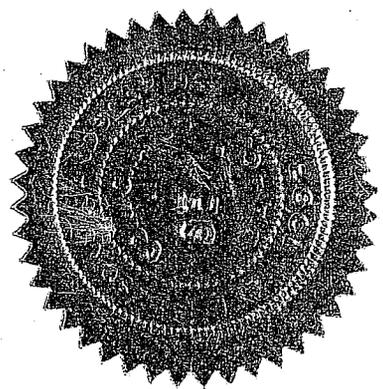
Business address: 901 SOUTH MAIN ST.
BELLEVUE, ID 83813

Phone No.: 208 788 3352 FAX No.: 208 788 0274

State of Incorporation: IDAHO

Type (General Business, Professional, Service, Limited Liability): GENERAL BUSINESS

Date of Qualification to do business is 1991



AGENDA ITEM SUMMARY

DATE: 10/11/10 DEPARTMENT: PW - Planning DEPT. HEAD SIGNATURE: 

SUBJECT: Motion to approve the scope of work and authorize the Mayor to sign the agreement for a not-to-exceed amount of \$5,000 with J-U-B Engineers for Grant Assistance on the River St ICDBG Grant application for the Phase 1 work with city attorney review and approval.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Approval was given at the 9/27/10 council meeting to negotiate a contract for the grant assistance work for the River St ICDBG application with J-U-B Engineers. The scope of work and contract amount is on the attachments. Phase 2 of this grant administration is contingent upon receiving the grant from the Idaho Commerce Department.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)
____ City Attorney ____ Clerk / Finance Director ____ Engineer ____ Building
____ Library ____ Planning ____ Fire Dept. _____
____ Safety Committee ____ P & Z Commission ____ Police _____
____ Streets ____ Public Works, Parks ____ Mayor _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:
Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Record
Copies (all info.):
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

Draft 12-30-03



217 W. Georgia Avenue, Ste. 120, Nampa, ID 83686
p 208 467 5252 f 208 467 6631 w www.jub.com

J-U-B ENGINEERS, INC.

October 6, 2010

Mr. Tom Hellen
City of Hailey
115 S. Main Street
Hailey, Idaho 83333

Attachment 1: City of Hailey River Street Downtown Revitalization Project – Grant Writing and Project Planning – Idaho Community Development Block Grant (ICDBG) Application

Dear Tom,

Thank you for the opportunity to assist with your ICDBG application and grant administration for the River Street Downtown Revitalization project.

We have prepared a scope of work for grant writing and project planning (phase 1) and grant administration (phase 2).

The scope of services includes the following:

Phase 1: Grant Writing and Project Planning

A. Design Workshops and Coordination Meetings

- A1. Kick-Off Meeting:** J-U-B will attend a project kick-off meeting to discuss the goals, schedule, and deliverables. The meeting will include J-U-B, City of Hailey staff, and the Design Professional.
- A2. Design Workshop Participation:** J-U-B will participate in the Design Workshop scheduled on October 7, 2010.
- A3. City and Agency Coordination:** J-U-B will coordinate with City staff and the Department of Commerce as the grant application is being developed. J-U-B will attend one public hearing prior to ICDBG application submittal.

B. Project Planning and Development

- B1. Project Description and Community Information:** J-U-B will incorporate details about the community, site characteristics, existing and needed infrastructure, as provided by city staff and the Design Professional.
- B2. Budget:** J-U-B will incorporate the overall project budget as provided by City staff and the Design Professional. The budget will outline funding sources and include documentation of other sources as

OTHER J-U-B COMPANIES



THE LANGDON GROUP
a J-U-B Company



GATEWAY MAPPING INC.
a J-U-B Company

required. This task includes collecting documentation of in-kind services, and justification of other downtown revitalization efforts to include as match.

B3. Environmental Checklist: J-U-B will include the completed environmental checklist and agency comment solicitations prior to ICDBG application submittal.

B4. Citizen Participation Plan: J-U-B will review and include the citizen participation plan, as approved by city council. This plan will outline public hearings prior to application submittal and a second public hearing when funds have been obtained. The community will be able to review the ICDBG application and discuss questions and/or concerns about the project. The public meeting documentation will be included in the final application package.

B4. Redevelopment Resolution Review and Coordination: J-U-B will coordinate with the public works director, city staff and the Design Professional to identify the official downtown redevelopment area, and will incorporate the information created by your Design Professional. Documentation of sub-standard infrastructure should include the linear footage and quantifiable dimensions of sub-standard infrastructure within the redevelopment area. J-U-B will include this documentation and map with the redevelopment area resolution to be passed by the city council prior to ICDBG application submittal.

B5. Fair Housing Resolution: J-U-B will include in the ICDBG application the completed Fair Housing Resolution as approved by City Council.

C. ICDBG Application Preparation and Submittal

C1. Assemble Application: J-U-B will assemble and submit the required documents for the ICDBG application. Application will be submitted to the Idaho Department of Commerce no later than the application due date of November 18, 2010. The application is anticipated to include the following items:

- o Cover letter from the Mayor
- o Cover and Table of Contents
- o Community Demographic Profile, Community information and project details
- o Legal Notices
- o Environmental Checklist
- o Citizen Participation Plan & documentation of hearings, business participation, and planning efforts
- o Redevelopment Resolution and associated attachments
- o Other Project Information – includes budget forms, funding sources, detailed cost analysis and project cost estimate, letters of support, procurement documents, certification and assurances, project schedule

C.2 Assemble Application Addendum: J-U-B will assemble the necessary documents and provide presentation support for the application addendum. The addendum process typically includes:

- o Submittal of additional information requested by the Idaho Department of Commerce – due Early March 2011
- o A presentation to the Economic Advisory Council – Middle of April 2011

Phase 1 will be billed on a time and materials basis, not to exceed \$5,000. Attached is a J-U-B standard agreement for completion of Phase 1 for grant writing and project planning services.

OTHER J-U-B COMPANIES



**THE
LANGDON
GROUP**
a J-U-B Company



**GATEWAY
MAPPING
INC.**
a J-U-B Company

Phase 2: Grant Administration

- A. Project Set-Up:** J-U-B will prepare written reports, checklists or legal notices to ensure compliance with state and federal environmental requirements. Idaho department of Commerce's concurrence and approval will be maintained throughout the project.
- B. Management Plan:** J-U-B will draft a management plan that includes file set up, financial management procedures, meeting requirements, planning sessions, responses to inquiries, and explanations of ICDBG requirements.
- C. Procurement and Construction:** J-U-B will ensure contractors are procured in accordance with ICDBG requirements; including participation in pre-bid, pre-construction and construction progress meetings, reviewing of bid documents; construction progress monitoring/reporting and construction close out. Ensure proper disbursement and documentation of ICDBG expenditures.
- D. Project Files and Maintenance:** Establish and maintain grant administration files, documentation and reports as needed.
- E. Budget Review:** Review all proposed project expenditures to ensure their propriety and proper allocation to the project budget.
- F. Pre-Construction Participation:** J-U-B will participate in the pre-construction conference and periodic construction progress meetings to assure ongoing compliance with grant requirements.
- G. Labor Monitoring:** As the City's designated Labor Standards Officer, J-U-B will ensure construction contractors are meeting the requirements of the Davis Bacon Act, Copeland Act, CWHSSA, and Fair Labor Standards Act. We will educate contractors about the labor requirements, providing labor documents and forms, identify appropriate wage determination, review and track payrolls, conduct labor interviews, identify and investigate errors, report and facilitate the correction of errors or problems, and complete labor reports.
- H. Civil Rights Compliance:** J-U-B will facilitate and complete the required Section 3 Reporting, Contractor/Sub-contractor Activity Report and open and fair bidding practices. The Uniform Relocation Assistance and Real Property Acquisition Policies Act, prepare Equal Employment Opportunity Plan and Fair Housing Resolution.
- I. City Council Involvement:** J-U-B will attend City Council meetings, provide project status reports, and represent the project at other public meetings as needed.
- J. 504 Analysis and Transition Plan:** J-U-B will assist the City of Hailey in conducting a self evaluation of its facilities and services in compliance with Section 504 of the Rehabilitation Act of 1973 and developing a transition plan.
- K. Project Close-Out:** J-U-B will prepare documentation that the City of Hailey has met their ICDBG national objective and contractual performance requirements, and ensure that all project and close-out documents are submitted and approved by IDCDBG. Requested documents, findings and concerns will be addressed and resolved.

Phase 2 will be billed on a time and materials basis, not to exceed \$48,000.

OTHER J-U-B COMPANIES



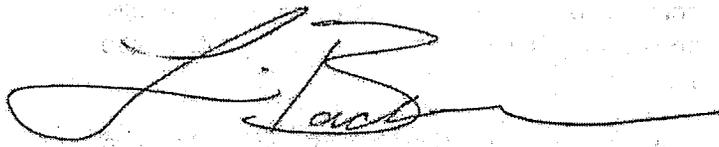
**THE
LANGDON
GROUP**
a J-U-B Company



**GATEWAY
MAPPING
INC.**
a J-U-B Company

If you have any questions I can be reached at (208) 467-5252.

Sincerely,



Lisa M. Bachman, PCED
Planner/Funding Specialist
J-U-B ENGINEERS, Inc.

OTHER J-U-B COMPANIES



THE LANGDON GROUP
a J-U-B Company



GATEWAY MAPPING INC.
a J-U-B Company

Date: October 06, 2010
 Downtown Revitalization / River Street Grant Writing & Project Planning
 City of Hailey, Idaho
Phase 1 - Grant Writing

	PROJECT MANAGER	PLANNER/GRANT W.	PUBLIC INV.	CLERICAL		
	110.00	93.00	110.00	54.00		
A. Design Workshops and Coordination Meetings						
A1. Kick-off Meeting with Staff and Design Professional		0				
A2. Design Workshop Participation, Oct. 7th		2				
A3. City and Agency Coordination, attend one public hearing		8				
Total Hours	0	10	0	0	0	0
Subtotal	\$0	\$930	\$0	\$0	\$0	\$0
					Task	\$930
					Travel Task A	\$690
					Total	\$1,620
B. Project Planning and Development						
B1. Project Description and Community Information		1				
B.2 Budget		1				
B.3 Environmental Checklist		1		0		
B.4 Citizen Participation Plan		1				
B.5 Redevelopment Resolution Review and Coordination		1				
B.6 Fair Housing Resolution Preparation		1				
Total Hours	0	6	0	0	0	0
Subtotal	\$0	\$558	\$0	\$0	\$0	\$0
					Task	\$558
					Travel Task B	\$0
					Total	\$558
C. ICDBG Application Preparation and Submittal						
C1. Assemble & Submit Application		8			1	
C2. Assemble & Submit Application Addendum		6			1	
C.3 Assist with and Attend the Economic Advisory Council Presentation		6	4			
Total Hours	0	20	4	2	0	0
Subtotal	\$0	\$1,860	\$440	\$108	\$0	\$0
					Task	\$2,408
					Travel Task C	\$459
					Total	\$2,867
Travel and per diem summary						
	Miles	Cost/Mile	Per Diem	Days	# Persons	Total
A.1 - A.2 Kick-off Meeting & Workshop Participation	300	\$0.55	\$180	1	1	\$345
A3. City and Agency Coordination	300	\$0.55	\$180	1	1	\$345
C. ICDBG Application Preparation and Submittal	180	\$0.55	\$180	2	1	\$459
					Total Travel	\$1,149

Total Phase 1 (Labor + Travel):	\$5,045
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Date: October 06, 2010
Downtown Revitalization / River Street Grant Administration
City of Hailey, Idaho
Phase 2 - Grant Administration

PROJECT MANAGER 93.00 GRANT ADMIN. 93.00 PUBLIC INV. 110.00 CLERICAL 54.00

A. Project Set-Up

Prepare written reports, checklists or legal notices - environmental	2	24		4		
Total Hours	2	24	0	4	0	0
Subtotal	\$186	\$2,232	\$0	\$216	\$0	\$0
				TOTAL	\$2,634	

B. Management Plan

Management plan: file set up, financial management procedures, meetings, planning sessions, responses to inquiries, & explanations of ICDBG requirements	2	20		2		
Total Hours	2	20	0	2	0	0
Subtotal	\$186	\$1,860	\$0	\$108	\$0	\$0
				TOTAL	\$2,154	

C. Procurement and Construction

Contractor procurement / ICDBG ; participate in pre-bid, pre-construction & construction progress meetings, review bid documents; construction progress monitoring/reporting & construction close-out; disbursement & documentation of ICDBG expenditures	2	48		6		
Total Hours	2	48	0	6	0	0
Subtotal	\$186	\$4,464	\$0	\$324	\$0	\$0
				TOTAL	\$4,974	

D. Project Files and Maintenance

Establish & maintain grant administration files, documentation & reports	2	14		2		
Total Hours	2	14	0	2	0	0
Subtotal	\$186	\$1,302	\$0	\$108	\$0	\$0
				TOTAL	\$1,596	

E. Budget Review

Review all proposed project expenditures to ensure their propriety & proper allocation to the project budget	2	48		4		
Total Hours	2	48	0	4	0	0
Subtotal	\$186	\$4,464	\$0	\$216	\$0	\$0
				TOTAL	\$4,866	

F. Pre-Construction Participation

Pre-construction conference & periodic construction progress meetings to assure ongoing compliance with grant requirements	4	36		4		
Total Hours	4	36	0	4	0	0
Subtotal	\$372	\$3,348	\$0	\$216	\$0	\$0
				TOTAL	\$3,936	

G. Labor Monitoring							
Ensure construction contractors are meeting the requirements of the Davis Bacon Act, Copeland Act, CWHSSA, & Fair Labor Standards Act. Educate contractors about the labor requirements, provide labor documents & forms, identify appropriate wage determination, review & track payrolls, conduct labor interviews, identify & investigate errors, report & facilitate the correction of errors or problems, & complete labor reports	4	72		18			
Total Hours	4	72	0	18	0	0	
Subtotal	\$372	\$6,696	\$0	\$972	\$0	\$0	
					TOTAL	\$8,040	

H. Civil Rights Compliance							
Section 3 Reporting, contractor/sub-contractor activity report & open and fair bidding practices. Uniform Relocation Assistance/Real Property Acquisition Policies Act, prepare Equal Employment Opportunity Plan & Fair Housing Resolution	2	40		4			
Total Hours	2	40	0	4	0	0	
Subtotal	\$186	\$3,720	\$0	\$216	\$0	\$0	
					TOTAL	\$4,122	

I. City Council Involvement							
City Council meetings, provide project status reports, & represent the project at other public meetings	8	44		4			
Total Hours	8	44	0	4	0	0	
Subtotal	\$744	\$4,092	\$0	\$216	\$0	\$0	
					TOTAL	\$5,052	

J. 504 Analysis and Transition Plan							
Assist the City of Hailey in conducting a self evaluation of its facilities & services in compliance with Section 504 of the Rehabilitation Act of 1973 & developing a transition plan	2	30		4			
Total Hours	2	30	0	4	0	0	
Subtotal	\$186	\$2,790	\$0	\$216	\$0	\$0	
					TOTAL	\$3,192	

K. Project Close-Out							
Documentation that the City of Hailey has met their ICDBG national objective & contractual performance requirements, & ensure that all project and close-out documents are submitted & approved by IDCBG. Requested documents, findings & concerns will be addressed & resolved.	8	36		6			
Total Hours	8	36	0	6	0	0	
Subtotal	\$744	\$3,348	\$0	\$324	\$0	\$0	
					TOTAL	\$4,416	

Total Labor \$44,982

Travel and per diem summary	Miles	Cost/Mile	Per Diem	Days	# Persons	Total
8 trips from Nampa, ID to Hailey, ID @ 300 mi./trip	2,400	\$0.55	\$180	8	1	\$2,760
5 trips to IDOC @ 38 mi./trip	190	\$0.55	\$180	0	0	\$105

Total Travel \$2,865

Total Phase 2 (Labor + Travel): \$47,847

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AGENDA ITEM SUMMARY

DATE: 10/11/10 DEPARTMENT: Engr DEPT. HEAD SIGNATURE: 

SUBJECT: Approve the contract for J-U-B Engineers for the Woodside Reconstruction Project for an amount not to exceed \$199,600 and authorize the Mayor to sign with approval of the contract by the city attorney.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The attached scope of work and cost estimate are the preliminary estimates from J-U-B Engineers that city staff will be negotiating further. A new scope of work and cost is anticipated for the council meeting. Because Woodside Blvd is a high priority Capital Project the proposed work will be required at some point so the expenditures will have value in the future. And with the complexity of this project and the need to communicate with the property owners there are some additional expenditures for neighborhood meetings.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)
____ City Attorney _____ Clerk / Finance Director _____ Engineer _____ Building
____ Library _____ Planning _____ Fire Dept. _____
____ Safety Committee _____ P & Z Commission _____ Police _____
____ Streets _____ Public Works, Parks _____ Mayor _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:
Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Record

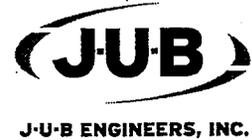
*Additional/Exceptional Originals: _____

Copies (all info.): _____

Copies (AIS only) _____

Instrument # _____

Draft 12-30-03



City of Hailey Project Manager: Tom Hellen
J-U-B Project Manager: Lori Labrum
Project # :
Project Name: Woodside Blvd Reconstruction Project
Project Location: Hailey, Idaho
Project Description: Intersection Improvement Project
Agency: City of Hailey

EXECUTIVE SUMMARY

J-U-B ENGINEERS, Inc. (J-U-B) has been selected by the City of Hailey to perform Engineering Services for the Woodside Blvd Reconstruction project in Hailey, Idaho.

The tasks outlined in this scope of services focus on “Phase 1” design services, which generally include:

- Development of “30% preliminary plans” for the entire corridor including preliminary evaluation of drainage issues, potential utility relocations, roadway capacity analysis and “complete streets” evaluation
- Completion of public involvement
- Topographic surveying for the entire corridor
- 50% preliminary design plans for a proposed roundabout at Fox Acres Road/Woodside Boulevard Intersection
- Environmental Scan / Categorical Exclusion Document for Woodside Boulevard
- Conceptual layout for the proposed signal at SH-75/Woodside Boulevard

Consultant Team: J-U-B will act as Lead Consultant and Project Administrator, and will use the following Sub-consultants:

- The Langdon Group will perform public involvement;
- Benchmark Associates will perform the surveying;
- Butler Associates will prepare the geotechnical design;
- L2 Data Collection will collect existing traffic data.

Project Unknowns

Project unknowns at this time include:



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- Subsurface Utility Exploration is not included in the work plan. For the purposes of preliminary design, as-built drawings provided by the City and utility companies within the corridor will be used. Additional sub-surface investigation may be required as a part of Phase II design efforts and will be negotiated at that time.

PHASE "1" WORK PLAN

The following task items are anticipated and proposed to be completed for Phase "1" design scope of services.

1. Kick-off Meeting / Initial Site Walk Through

The kick-off meeting is an important initial step in this project to help ensure all parties have an understanding of the project goals, issues, and concerns prior to embarking on design efforts.

J-U-B will facilitate an initial kick-off meeting with the City of Hailey to identify design features that need to be evaluated / included to successfully complete the project. This meeting will focus on discussing in detail the goals and issues associated with the project, reviewing previously completed studies and engineering efforts in the corridor, obtaining as-built drawings from the City, discussing lines of communication, as well as identifying other pertinent issues associated with this project. The intent of this meeting is to review the project scope, schedule and budget and develop consensus from all team members.

Following the kick-off meeting, team members from J-U-B and key staff personnel from the City will walk the project to further identify potential issues in the field and discuss concerns or past issues the City may have within the corridor. These issues are anticipated to include drainage, impacts to adjacent properties, utilities, etc.

J-U-B will prepare for, invite attendees, conduct, and document the meeting. J-U-B will deliver a preliminary schedule, phasing, budget (from the Tiger Grant Application) and concept plan to attendees before the meeting. It is anticipated that an internal team partnering process will be included in the meeting agenda. A scroll plot with the aerial shown will be provided for the meeting.

Following the meeting, J-U-B will prepare a technical memorandum summarizing discussions and findings from the meeting and distribute to all team members.

2. Preliminary Geotechnical Investigation

Butler Associates will perform the geotechnical soils investigation, soil testing, preparation of pavement design, and preparation of a Pavement Conditions Report.



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J-U-B will coordinate with Butler and provide assistance with traffic counts and other project information needed to complete the pavement design and evaluation. See the Butler Associates Work Plan (attached) for further detail.

Butler will prepare a Pavement Conditions Report included in the Geotechnical Engineering Report which will include a pavement conditions, pavement design and typical section.

Deliverables:

- Geotechnical Engineering Report

3. Develop Base Mapping/Existing Surface

Benchmark will conduct a field survey and topography base mapping of Woodside Blvd from Fox Acres Road south approximately 2.5 miles to SH 75. The mapping will continue on Fox Acres; 200 feet West of Woodside Blvd and 200 feet East of Woodside Blvd and continue on SH 75; 600 feet north of Woodside Blvd and 600 feet south of Woodside Blvd. The following elements will be located within the existing right-of-way:

- Roadway cross sections every 50 feet, including centerline, edge of travel lane, edge of pavement, curb, gutter and sidewalk, bike path, top and toe of slope, ditches, etc.;
- All visible utilities and utilities identified from Digline markings;
- All trees larger than 6 inch diameter trunk size;
- All signs;
- All Driveways and other road intersections;
- Any other significant improvements within said right-of-way areas;
- Centerline and paint lines on SH 75.

Benchmark will provide final drawing of the mapping area in AutoCAD format to include:

- One foot contour interval map;
- All improvements located during the survey;
- Existing Right-of-way lines;
- Ascii File of Spot elevations taken on the pavement of SH 75, Fox Acres Road and Woodside Blvd;
- Overlay all mapping onto September, f2009 0.5' pixel digital orthophotography.

Benchmark will coordinate with Digline to mark the horizontal location of existing utilities. Benchmark will survey the horizontal location of the utilities and create an



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existing utilities map. Existing utilities identified from as-built and field topographic survey will be included in the project base map.

Deliverables:

- Develop Base Maps for Preliminary Design
- Data will be incorporated into plan sheets and dtm surface

4. Obtain Preliminary Utility Information and Mapping

J-U-B will provide utility companies with formal notification of the project, including authorization to make design engineering expenditures. J-U-B will also request that utility companies provide the City of Hailey with current plans of their facilities located within the proposed project limits. J-U-B will perform a quality review of the information obtained from the utility companies.

Deliverables:

- Copies of the Utility Submittal Letters
- Copies of information and documents received from utilities

5. Develop Initial Public Involvement Plan

The Langdon Group will prepare a draft Public Involvement (PI) Plan that will identify potential stakeholder groups and develop preliminary plans for the PI activities. The draft plan will be reviewed with city staff for concurrence as well as to verify if all initial stakeholders that should be included in the process have been identified.

Deliverables:

- PI Activities Schedule
- Stakeholder Database
- Media Outreach Plan
- Initial List of Stakeholder Groups
- Initial Plan for PI Activities

6. Conduct Stakeholder Meetings / Interviews

Following approval of the public involvement plan from the City, The Langdon Group will meet and conduct interviews with key stakeholders to develop an understanding of issues and challenges associated with the project. The goal of this scope item is to actively engage the stakeholders early in the process prior to initiating preliminary design activities. The Langdon Group will prepare maps showing the limits of the project to help promote discussion with the stakeholders.

All meetings will be documented and summarized for inclusion in the project file and environmental clearance documentation. It is anticipated that the following stakeholders will be interviewed during this process:

- Woodside Elementary Administration
- Wood River High School Administration

- Blaine County School District Staff
- Blaine County Recreation District
- Idaho Health and Welfare
- Head Start
- Wood River Technical Academy
- La Alianza
- Silver Creek Alternative School
- Wood River Trails Committee
- Hailey Parks and Trails Committee
- Mountain Rides
- Valley of Peace Lutheran Church
- College of Southern Idaho - Blaine County Campus
- Blaine County Aquatic Center
- Area Businesses including: Power Engineers, Tune-Up Express, Platt Electric Supply, Southwood Self Storage, Trinh Nail Salon, Building Material Thrift.

Deliverables:

- Display maps showing the limits of the project

7. Analyze / Assess Existing Hydraulic Conditions

Drainage patterns and hydraulics along Woodside Boulevard will be evaluated early on to identify potential problem areas. Information from the kick-off meeting site visit pertaining to drainage / hydraulics will be reviewed to identify potential drainage design improvements and/or issues related to potential roadway improvements. Drainage design criteria for the project will be developed and reviewed with the City. A memorandum will be completed and submitted to the City summarizing the field findings and recommendations for storm drainage design criteria and a summary of potential drainage issues. Information contained in this memorandum will be used for final drainage design activities.

J-U-B will develop a preliminary layout for the drainage design for the full corridor length, including dry wells, pipe culverts, etc. New storm drain facilities will be sized to account for the increased width along Woodside, and to eliminate problem areas that have the potential to create standing or frozen water.

Drainage computations will be completed in accordance with City of Hailey roadway development guidelines. An initial drainage design concept summary, initial drainage design, Preliminary drainage estimate will be included in the preliminary design report summary submitted to the City.

Assumptions:

- No existing storm drain system exists within the project area



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- Storage capacity will be provided through underground dry well storage facilities

Deliverables:

- Preliminary Drainage Design Concept Summary
- Drainage computations in accordance with City of Hailey roadway development guidelines
- Preliminary drainage estimate included in the Engineer's Estimate

8. Assess Multi-Modal Needs

J-U-B will review the bicycle, pedestrian and transit accommodation plans for the project area. J-U-B will review the Complete Streets Plan from the City of Hailey and will coordinate with and review the Mountain Rides and La Alianza bus service plans for Woodside Blvd.

Input obtained from the stakeholder interviews and discussions with adjacent residents will also be reviewed as a part of this task to truly understand the multi-modal goals and needs that need to be accomplished with the design.

A written evaluation summarizing Bicycle and Pedestrian Accommodations, and strategy to Accommodate Multi-Modal Needs will be prepared and included in the preliminary design report.

Deliverables:

- Bicycle, Pedestrian and Transit Evaluation/Strategy

9. Assess Roadway Capacity and Safety

J-U-B will obtain existing traffic volumes, forecast future volumes (from the City), crash data, and other studies (if available) pertaining to traffic / safety data within the corridor. J-U-B will develop or review alternatives to accommodate existing, incremental, and future traffic volumes.

Preliminary recommendations on specific design features (i.e. turn lanes, roundabout geometry and intersection queue storage) will be developed as a part of this task. In addition, J-U-B will provide a preliminary traffic analysis outlining specific recommendations for improving existing capacity at the intersection of Fox Acres Road/Woodside Blvd.

A report summarizing these findings will be submitted to the City for review and comment. After review by the City of Hailey, J-U-B will address comments on the Preliminary Capacity Summary and provide a Final Traffic Analysis Report to be included in the preliminary design report.

Deliverables:

- Preliminary Capacity Summary Report

10. Preliminary Intersection Evaluations

Fox Acres Road/Woodside Boulevard - This intersection has been identified for a potential roundabout location. As a part of this task, J-U-B will create and calibrate a baseline intersection model that will be used to evaluate intersection alternatives including traffic signal, stop control and a roundabout configuration.

This evaluation will include preliminary geometric layouts that will identify potential impacts from each improvement alternative (i.e. impacts to adjacent residential properties, the bike path, etc.). Traffic queues will be evaluated to ensure that eastbound Fox Acres Road traffic will not back to SH-75 intersection. The roundabout capacity and operational analysis will be completed with both SIDRA and RODEL roundabout software packages.

Preliminary lane configurations will be developed for the intersection based on the capacity analysis. A summary of the roundabout geometric requirements, capacity analysis, and selection criteria will be completed and submitted to the City as a part of the preliminary design package.

The remaining intersections within the project corridor will be evaluated based on existing traffic counts provided by the city. Sight distance triangles will be reviewed and modifications included in the preliminary design plans as necessary.

Deliverables:

- SIDRA and RODEL roundabout analysis data
- Summary of the roundabout geometric requirements, capacity analysis, and selection criteria

11. Environmental Evaluation

It is anticipated that a Categorical Exclusion Environmental Document will be required for this project. J-U-B's environmental team will complete an on-site evaluation of the roadway site, review previously published documentation, and prepare the draft environmental document in general accordance with NEPA requirements. The following components are anticipated as a part of this environmental evaluation:

Wetlands: J-U-B will perform work required to complete a Wetland Delineation, Wetland Assessment, Wetland Delineation Report, and Wetland Finding Report. A determination of the amount of jurisdictional and non-jurisdictional wetlands will be completed. If wetlands exist they will be mapped and delineated according to the 1987 Corps of Engineers Wetlands Delineation Manual. A wetland mitigation plan is not anticipated as a part of this scope of services and will be prepared (if needed) as a part of final design tasks in Phase 2.

Threatened, Endangered, and Sensitive Species: J-U-B will perform work necessary to complete 'No Effect' (NE) Statements and/or an acceptable Biological Evaluation/Assessment (BE/BA) according to Section 7 of the Endangered Species Act and current federal guidelines. Listed, Proposed, and Candidate species known or



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with potential habitat in the project area will be identified, including waste sites, staging areas, materials source sites, etc. if they are identified.

Socioeconomics: J-U-B will evaluate the potential impacts on the social and economic resources, environmental justice, and recreation & tourism. J-U-B will gather demographic, population, housing, and census data for documentation of the socioeconomic characteristics including recreation and tourism of the project area. Historic trend data will be presented and summarized to document the existing social, economic, and demographic characteristics of the area. Data will be obtained from the U.S. Census, local plans and studies, and discussion with local officials. If there are socioeconomic impacts, a discussion of the existing characteristics, what is being proposed, and the impacts will be provided in the environmental document narrative.

Regulatory Agency Consultations: Consultations will be completed with pertinent regulatory agencies including Fish and Wildlife, Idaho Department of Water Resources, US Army Corps of Engineers, State Historical Preservation Office (SHPO), etc. These consultations will be used to identify potential environmental issues and any mitigation measures required as a part of the approval process.

Prepare Environmental Categorical Exclusion Document: A categorical exclusion environmental document will be prepared and submitted to the City of Hailey. It is anticipated that the document will include the following sections:

- Title Page
- Table of Contents
- State Location Map & Project Vicinity Sketch
- Purpose & Need, Project, and Termini/Limits Descriptions
- Project Area Photographs
- Environmental Evaluation Narrative
- Environmental Mitigation Summary Report
- Public Involvement Summary
- Correspondence and Support Documentation

Assumptions:

- Categorical Exclusion

Deliverables:

- Draft environmental document in general accordance with NEPA requirements

12. Develop Preliminary Roadway Geometry and Preliminary Roadway Plans

Based on input received from the City and key stakeholders, in addition to the field evaluation and preliminary utility and drainage design, J-U-B will develop the preliminary roadway horizontal and vertical alignment and the typically roadway sections. The preliminary design will be completed in accordance with City of Hailey Standards, the AASHTO Green Book, Complete Street recommendations and guidelines, and MUTCD requirements.

The preliminary roadway design will be modeled to create a design surface which J-U-B will use to check for design conflicts, and verify that the new improvements tie-in to the existing features while meeting the intent of the City's goals for the project. J-U-B will evaluate connections to existing driveways and identify sight distance requirements for intersections and driveways in accordance with published standards.

It is assumed that if any retaining walls are required they will be four feet or less in height and will not require a geotechnical soil investigation or a structural design for an MSE wall. J-U-B will perform quality control review of the roadway design, model, PDC and estimate.

Assumptions:

- Retaining walls will be four feet or less.

Deliverables:

Plan & Profile Sheets, (1"=20' scale) for the entire corridor to identify the limits of roadway construction and potential additional right of way requirements

Preliminary Design Plan Sheet Estimate

- 1 - Title Sheet
- 1 - Total Ownership Map
- 1 - Typical Sections
- 24 - Plan & Profile Sheets
- 2 - Intersection Plan Sheets
 - Woodside/Fox Acres Road
 - Woodside/SH-75
- 12 - Cross Section Sheets
- 41 - Total Sheets

13. Preliminary Traffic Signal Layout - SH-75 Intersection

A preliminary layout for the proposed traffic signal at the SH-75 intersection will be developed for inclusion in the preliminary design plans. The layout will generally include preliminary geometry, signal poles, mast arms and signal head locations for use in future discussions with ITD District 4 prior to proceeding with final design in Phase 2 of the project.

Assumptions:

- Coordination with ITD District 4 is not anticipated in Phase 1

Deliverables:

- Preliminary Intersection Plan

14. Develop Preliminary Construction Cost Estimate

A preliminary estimated opinion of probable construction cost will be developed based on quantities developed throughout preliminary design. The cost estimate will be based on the full length of roadway and include contingencies associated with a 30% level of plans. A summary of the preliminary cost estimate will be submitted to the City for review as a part of the 30% design review meeting.

Assumptions:

- Engineers Estimate will be derived from 30% level design information for Woodside Boulevard and 50% at the intersection of Fox Acres and Woodside.

Deliverables:

- Engineer's Estimate

15. Preliminary Geometry Review Meeting 30% Plans

J-U-B will prepare for, invite attendees, conduct and document the meeting to review the preliminary design plans. J-U-B will deliver a preliminary schedule, engineer's estimate and initial geometry layout to attendees before the meeting. J-U-B will document comments from the project team, city staff, and pertinent regulatory agencies (as applicable) and will prepare comment resolution forms to track comment resolutions. This meeting will include reviews to determine consistency, accuracy, and constructability within the project scope and to discuss available funding. The design review will be completed on a scroll plot.

Deliverables:

- Preliminary Schedule
- Comment Resolution Forms
- Preliminary 30% Scroll Plot

16. Develop Graphics for Citizen Information Meetings

Following the City's review of the 30% preliminary design, J-U-B and The Langdon Group will develop graphics for a citizen's advisory meeting to present the initial design concepts for the corridor. The graphics are anticipated to include large scale plots of the corridor, identification of existing property owners and right of way, larger scale views of intersection improvements (including the potential roundabout), graphical cross sections of the roadway, etc. The intent of the graphics is to allow the public to understand potential improvements and generate input from the public for the project.

Deliverables:

- Large Scale Roll Plot
- Graphical Cross Section Displays
- Intersection View (Roundabout)

17. Conduct Citizen Information Meetings

Following completion of the initial stakeholder interviews, The Langdon Group will conduct a citizen information meeting to provide the public with an opportunity to provide additional input on the project, and to discuss project concept plans and exhibits. The location and time of the meeting will be coordinated with the City and The Langdon Group will coordinate the logistics for the meeting. The Langdon Group will coordinate advertisement and/or legal notice for opportunity for citizen information meeting and will prepare all Meeting Materials and Displays. A summary of citizen comments will be developed on submitted to the design team and City for inclusion in the preliminary design report.

Assumptions:

- A total of two (2) citizen information meetings are anticipated for preliminary design

Deliverables:

- Coordinate the Advertisement and/or Legal Notice for Citizen Information Meetings
- Conduct Citizen Information Meetings
- Provide a Summary of Citizen Comments

18. Evaluate Additional Funding Alternatives

J-U-B's funding specialist will meet with the design team to review the project's preliminary design and discuss potential additional funding alternatives for the project. A funding strategy matrix will be developed summarizing relevant funding sources, conditions for obtaining funding, timelines / deadlines for grant submissions, and other pertinent information to allow the City to review alternative funding opportunities. A copy of the funding strategy matrix and support documentation will be included in the preliminary design report.

Deliverables:

- Funding Strategy Matrix

19. Prepare Preliminary Design Report

A preliminary design report will be developed summarizing the preliminary design activities and recommendations. Design evaluation criteria, public involvement, utility coordination, summaries of environmental issues, drainage computations / recommendations, updated construction cost estimate, comments and resolutions from the preliminary design review, and other pertinent design features will be summarized in a technical memorandum for presentation to the City and City Council.



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Deliverables:

- Preliminary Design Report

20. Attend City Council Meeting

J-U-B's project manager will attend the City Council meeting to present the findings of the preliminary design activities for the project and to review pertinent information contained within the preliminary design report. Potential funding alternatives for future improvements will be discussed as well as any design issues or concerns that were generated as a part of the preliminary design process and public involvement.

Deliverables:

- Preliminary Design Documentation for Phase 1
- Presentation to City Council

21. Progress Meetings

A bi-weekly telephone conference between the City Engineer, JUB Project Manager and Project Engineer will be held. At these meetings, project issues will be discussed and action plans determined. Updates from key team members will be presented. Minutes of these meetings will be recorded and stored in the project files. Action items will be tracked from meeting to meeting. Budget and schedule updates will be addressed once a month.

Deliverables:

- Meeting minutes will be distributed via e-mail to team members within three days