

AGENDA ITEM SUMMARY

DATE: 10/24/11 DEPARTMENT: Legislative DEPT. HEAD SIGNATURE: HD

SUBJECT:

Consideration of JUB Engineering Change Order #2 requesting \$182,578 in engineering services for the Woodside Boulevard Project.

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

This matter was discussed by the City Council on September 7, 2011, and remanded to staff for further analyses. Documents included are:

- Administrator's Quality Analyses of Change Order request against contracts and previously billed amounts, with recommendation.
- Draft Resolution 2011-41 for city council consideration.
- February 2011 email correspondence between Hailey and JUB Engineers identifying that late public involvement, beyond a 30% design, will result in the need for engineering changes requiring significant change orders.
- JUB Engineer's detailed documentation of additional work performed under change order, and explanation of late submittal of change order (previously submitted to Council on September 7, 2011)
- Contracts with JUB Engineers, Preliminary Design (Phase I) and Full Design and Engineering (Phase II, which includes the NEPA Categorical Exclusion scope of work)

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # \_\_\_\_\_  
 Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_ 6 \_\_\_\_\_  
 Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
 Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
 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:

Administrator and Engineer recommend council approval of change order. Proposed Resolution 2011-41 attached for Council's convenience if council accepts staff recommendation.

FOLLOW-UP REMARKS:\*

# Memorandum

To: Mayor Davis and Hailey City Council  
From: Heather Dawson, Hailey City Administrator  
RE: Woodside Boulevard Project- JUB Change Order #2  
Date: October 24, 2011

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We have analyzed the proposed JUB Change Order #2, which seeks an additional \$182,578 for engineering services performed above contracts previously in place for engineering of the Woodside Boulevard Project. JUB's justification for the increased billing is attached and was previously submitted to the Hailey City Council for discussion and review on September 7, 2011. The City Council remanded the matter back to staff for further review.

We have analyzed the billings both quantitatively and qualitatively.

## **QUALITY ANALYSES – Quantitative Review**

JUB has contracts in place with the City of Hailey in three sections:

- 1. Preliminary Design of the Woodside Boulevard Project - \$178,234.00**
  - a. Develop 30% preliminary plans for the entire Woodside Corridor
  - b. Public Involvement
  - c. Topographical Survey
  - d. Develop 50% preliminary design for a proposed roundabout at Fox Acres Road

Contract Date October 15, 2011. Completion required by February 22, 2011. This contract was approved by the Hailey City Council prior to the TIGER II Grant award announcement, and contains a billable section for 32 hours to evaluate additional funding alternatives at a cost of \$3040. A spreadsheet identifying shifts between billable categories, if they occurred through the phases, is underway and will be completed prior to the city council discussion. The results of this spreadsheet may modify the recommendation at the conclusion of this memorandum.

- 2. National Environmental Policy Act (NEPA) Categorical Exclusion - \$30,200.73**
  - a. Production of the NEPA Document with attached meeting attendance and public process.

Contract included in Phase II total contract of \$465,818, with a deliverable schedule targeted at March 1, 2011. Hailey was still in the process of approving the Phase II contract when the deadline was extended to include the February 14, 2011 City Council Meeting as part of the public comments for the NEPA Document. The final NEPA Document was approved by FHWA on March 30, 2011. This document was, at the time, the primary prerequisite to signing a TIGER II Grant Agreement.

- 3. Phase II Design and Engineering of the Woodside Boulevard Project - \$432,742.00**  
(contract handled as additional scope to Preliminary Design Contract and is otherwise known

as Change Order #1. The contract document addresses both this and the NEPA Categorical Exclusion.)

- a. Builds on the Preliminary Design and previous public involvement to complete the engineering of the entire corridor and intersections up to completion of construction drawing for bidding.
- b. Hailey's responsibilities under this contract include administration of the bidding and construction documents.
- c. Construction Engineering services are not included as a part of this scope of work
- d. Legal descriptions and exhibits for temporary and/or permanent construction easement (if needed) will be negotiated as an additional services following approval of the Phase 2 design services.

The three categories above amount to \$641,176.73. The full amount identified in these contracts was billed for work accomplished through May 28, 2011. Hailey has paid \$641,176.71 to date. These contracts do not contain an additional time and materials clause. JUB's work proceeded into early July. Prior to submitting bills for amounts above the contractual amount, JUB submitted Change Order #2.

#### **QUALITY ANALYSES – Qualitative Review**

Staff has queried both FHWA officials and the American Recovery and Reinvestment Act (ARRA) audit team as to whether the JUB Change Order #2, because it was submitted after the work was done, would be eligible for match under the grant requirements. Both indicated that if proper documentation accompanies the Change Order, it would likely be acceptable.

We have analyzed the increased scope of work against staff's corresponding activity on the project. Staff's activity increased, during the period April 1 through July 6, to 45% of the total project time. JUB Engineer's activity increased to 30% of the Phase II contract during the same period.

The contract documents call out the potential of schedule changes, specifying that they be addressed such that the contractor is not penalized for later delivery dates when the City changes the work schedule. We have validated that among the profession, a changed schedule of this magnitude, which reduces the entire Phase II schedule from 12 months to 100 days, would be deemed contractually significant and result in an amendment to the consultant's scope.

Finally, we found in our records an explanation by JUB Engineers in early February, long before the schedule change was contemplated, of how public involvement is crucial in the early stages of a project to avoid costly change orders. Public involvement was significant after April 7, when engineering was well above the 75% stage by virtue of the herculean effort done in the 10 days prior to that date. Increased engineering costs were inevitable, and should have been foreseen by staff.

We recommend approval of the change order. The work was done within a solid working relationship, in good faith, with ongoing conversations between the consultants, staff, and the city council.

**CITY OF HAILEY  
RESOLUTION NO. 2011-41**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY  
AUTHORIZING THE EXECUTION OF CHANGE ORDER NO. 2 TO THE  
OCTOBER 15, 2010 CONTRACT FOR ENGINEERING SERVICES WITH  
J-U-B ENGINEERS, INC**

WHEREAS, the City of Hailey desires to enter into an agreement with J-U-B ENGINEERS (J-U-B) under which J-U-B will perform and be responsible for engineering services for the City of Hailey.

WHEREAS, the City of Hailey and J-U-B have agreed to the terms and conditions of the Contractual Change Order #2, a copy of which is attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO,** that the City of Hailey approves the Contractual Change Order #2 between the City of Hailey and JUB Engineering, Inc. and that the Mayor is authorized to execute the attached Agreement,

Passed this 24th day of October, 2011.

City of Hailey

\_\_\_\_\_  
Richard L. Davis, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

## Heather Dawson

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**From:** Darla Christiansen <darla@langdongroupinc.com>  
**Sent:** Friday, February 04, 2011 9:43 AM  
**To:** Tracy Anderson  
**Cc:** Lori Labrum; Tom Hellen; Bryant Kuechle; Beth Robrahn; Heather Dawson; Tim Blair  
**Subject:** RE: Woodside hearings/design schedule

Tracy,

First – YES! we are on the same page for the Council meetings/hearing schedule you note below.

Second – this preliminary stage is the most opportune time for public to have a say about what the project might look like, here's why:

- At 30% the design is in essence a horizontal line on the paper, so it's relatively easy for the engineering staff to shift elements on the page.
- At 60% the design becomes both horizontal + vertical; at this point, it becomes significantly locked in place and design is basically done.
- By 90% design should be considered "set in stone" and any changes directed by Council at that point should be considered a significant and probably costly change order.
- The thing that takes us from 90% to 100% are a lot of details to prepare for construction: cost estimate, specifications, advertising documents, etc.

One thing we can do in our communications with the public is help set realistic expectations about what they have a say in as the project moves ahead. A question for city staff to consider is what level of effort you want to see at each step (i.e., additional door-to-doors, paid advertisements in the paper, etc).

The intent of council hearings for 90% are probably more approval to move ahead.

Does that help?

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**From:** Tracy Anderson [mailto:tracy.anderson@haileycityhall.org]  
**Sent:** Friday, February 04, 2011 9:14 AM  
**To:** Darla Christiansen  
**Cc:** Lori Labrum; Tom Hellen; Beth Robrahn; Heather Dawson  
**Subject:** RE: Woodside comments, postcard, radio

I really like the PI schedule; I think it will help with our council's comfort level with the process. I do think we need to show them that the final design on the north and south sections comes later.

NEPA Document – Feb. 14 Council Meeting

Public Hearing on Preliminary Design for Entire Corridor – Feb. 14

Public Hearing on Final Design of Roundabout, Signal and Overlay Section – April 2011

Public Hearing @ 90% Final Design on North and South Sections – January 2012



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE LANGDON GROUP



GATEWAY MAPPING INC.

August 22, 2011

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

Re: Change Order 2 Description of Additional Work  
Woodside Blvd Reconstruction Project, Hailey, Idaho

Dear Tom:

This letter is intended to provide documentation and explanation of the additional services encountered on the Woodside Blvd Reconstruction Project due to timing and scope changes related to the TIGER II Grant and FHWA requirements.

**1. Eliminate multiple phases and combine entire package into a single phase**

- a. 75% submittal for the first of three bid package was scheduled for submittal on Friday, April 1, 2011. This included plans, specs and estimates for the Roundabout at Fox Acres, North Woodside Pavement Overlay Section and SH-75 Signal Design. As FHWA began to inform the City on discussions in Congress that put the Tiger II funding at risk, J-U-B was notified by the City & FHWA late Wednesday afternoon, March 30<sup>th</sup> (one day prior to the 75% submittal) that all three packages would need to be combined into one. A 100% PS&E package for the entire corridor was to be submitted on April 7<sup>th</sup> by noon. FHWA required the package to be at a "100% believable level" in order to secure the \$3.5 million Tiger II funding. J-U-B responded immediately and assembled a team of over 17 people in 6 offices to make this request a reality for the City.

**2. Expedite PS&E package in order to obligate Federal Funds**

- a. This expedited effort resulted in a substantial change in design scope to generate a single PS&E bid package for the entire corridor. At this time in March, 2011 the project consisted of 30% plans for North Woodside Section, 20% plans for the South Woodside and 75% plans, specs & estimates for the Roundabout, SH-75 Signal and approximately 2000 feet of overlay in North Woodside. JUB was given just under one week to prepare a PS&E plan set for submittal to FHWA for review and signoff in order to obligate the funds for this project. The level of effort associated with the creation of this plan set amounted to \$45,229.00, while we were successful obtaining the funds, this effort was costly and did not amount to a significant effort towards the final end product. It was necessary for JUB to go back and revisit this plan set and rework the majority of the design and add the missing details.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



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INC.

b. **Finalize PS&E Documents to Advertise by July 6, 2011 (90 day expedited effort)**  
This task includes the accelerated effort associated with finalizing the Plans, Specifications and Estimates for the final advertising package. This effort was originally scheduled over the course of 12 months, based on FHWA requirements this was rescheduled for a 3 month timeframe.

c. **Additional Project Administration Costs Associated with Expedited Package**  
The expedited effort resulted in a large increase in project administration effort. This resulted in additional staff, City and FHWA coordination. There were a number of additional hours dedicated to conference calls and meetings to facilitate the project. This cost totaled \$22,260.00

3. **Revised scope of work:**

a. **Pocket Parking/Driveway Revisions**

The addition of the pocket parking scope of work came out of the meetings with the public and their concern for accommodating additional vehicles in the neighborhood. Providing pocket parking necessitated a detailed evaluation of the entire corridor to identify potential locations, generate plan details and specifications, address grading conflicts, modification of adjacent driveway access points, adjust drainage conflicts and coordinate with adjacent property owners where these sections were added and improvements extended outside of the existing right of way. This also required a redesign of the sidewalk alignments and grades. Total cost for this item is \$8,320.00.

b. **Power Engineers Driveway Rework x2**

Through the temporary easement discussions with Power Engineers, the roadway section adjacent to the Power Engineers property as well as the access driveway were redesigned two times to accommodate the property owner desires. The total cost for this item is \$3,300.00.

c. **Revise sidewalk for property owners (for landscaping)**

The sidewalk throughout the corridor was redesigned several times to accommodate ongoing resident requests to save particular existing landscape features in their yards (technically in the City ROW). The redesign effort to accommodate these requests is included in number 2a above.

d. **Design and Draft Cluster Mailbox Units & Draft Bus Shelter Drawings**

This item also includes the design and drafting effort associated with the change in scope for the addition of the cluster mailbox units along the corridor and the drafting effort associated with the bus shelter drawings. Each of the bus shelter details, provided by the Architect, was drafted to be included with the design package. The electronic drawings provided could not be incorporated due to the poor copy quality. This cost is included in number 2a above.

e. **Public Displays for City Council Meetings**

This item includes the labor, printing and shipping for the Public Display maps for the both the public meetings and the Pre-Bid Meeting, this was an increase in scope of work and totaled \$1,000.00



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f. **Add Irrigation Mainline Design**

The City requested that JUB provide the design for the irrigation mainline from Fox Acres Blvd south through Woodside Blvd for the future irrigation line connections for the park strips. This effort included irrigation design to size the facilities as well as the creation of additional irrigation sheets in the plan set and the design and drafting. This additional scope of work totaled \$19,796.00.

g. **Add Roundabout Landscaping and Irrigation**

The roundabout landscaping and irrigation design was a scope of work change that resulted in a total cost of \$8,080.00.

h. **Streetlight Research and Design at the Roundabout**

This item reflects the additional effort for designing and placing three streetlights at the roundabout. Power distribution, junction box and fixture design are included. This additional effort totaled \$1,500.00.

i. **Generate driveway/property Exhibits for Weiards and Walberts**

Through property negotiations with the residents impacted by the roundabout design, it was necessary to design and draft driveway alternatives appropriate to address impacts from the roundabout. Multiple alternatives were provided to each owner and Exhibits were updated and finalized after on-site visits on June 27<sup>th</sup>. Each of these driveways plan and grading drawings amounted to \$3,520.00.

j. **Additional Topographic Survey for Utilities in Drywell locations**

Benchmark provided additional topographic survey at all of the proposed drywell locations along the corridor. This additional cost totaled \$9,350.00.

k. **Staking for properties to represent proposed impacts –Benchmark provided services to stake the proposed impacts at the following properties: Wieards, Walberts, Cooley, Hubbard and Blincoe. This additional cost is included in 3h.**

l. **Additional Public Involvement Meetings and Coordination**

A series of additional public meetings were held to communicate the change in design schedule. These consisted of a combination of individual property owner meetings and phone calls, on-site meetings with homeowners, two-day property owner meetings at Sweetwater, and additional attendance at 3 City Council Meetings. Total cost \$36,701.00.

m. **Property Use Agreements, Coordination/Communication/Individual Meetings**

In an effort to expedite the signing of the individual Property Use Agreements, the City requested that JUB/TLG take on the phone calls, emails and on-site meetings with the all of the impacted property owners. This additional effort totaled \$11,022.00.

n. **Additional Expenses**

This item reflects the additional expenses incurred for public meetings, city council meetings, and property owner meetings. This item totals \$12,750.00.

I hope this provides you with the detailed description for each of the additional scope items. As you are aware, we have when possible requested approval to proceed on additional scope of work items. The additional scope item that probably had the single greatest impact was the change in schedule for both the obligation of federal funds and the expedited PS&E schedule dates. This effort amounted to \$45,229.00.



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J-U-B ENGINEERS, INC.

The total for the above itemized change of work items is \$182,578.00, which reflects the total amount of the spreadsheet titled Change Order #2. Please let me know if you have questions related to any of the items described above.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori L. Labrum", written in a cursive style.

Lori L. Labrum, P.E., P.T.O.E  
Project Manager

## Woodside Boulevard Reconstruction Project

Change Order #2

Hailey, Idaho

7/11/11

<b>Change Order #2</b>	
<b>SUMMARY OF PROFESSIONAL SERVICES LABOR FEES</b>	
A. SH-75 SIGNAL DESIGN AND PLANS	\$11,330
B. FOX ACRES INTERSECTION / ROUNDABOUT DESIGN	\$17,945
C. NORTH & SOUTH WOODSIDE BOULEVARD RECONSTRUCTION	\$60,470
D. WOODSIDE BOULEVARD PAVEMENT OVERLAY	\$0
E. PUBLIC INVOLVEMENT	
Public Involvement Roundabout/Overlay/Traffic Signal	\$19,089
Public Involvement North & South Woodside Blvd	\$28,634
F. PROJECT ADMINISTRATION	
Project Administration Roundabout/Overlay/Traffic Signal	\$8,904
Project Administration North & South Woodside Blvd	\$13,356
<b>TOTAL LABOR COSTS:</b>	<b>\$159,728</b>
<b>REIMBURSABLES</b>	
TRAVEL COSTS: MILEAGE, AND AIRFARE	\$6,500
PUBLIC DISPLAYS - PRINTING AND SHIPPING AND LABOR:	\$1,000
ADDITIONAL TOPOGRAPHIC SURVEY:	\$9,350
ADDITIONAL GEOTECHNICAL EVALUATION (DRYWELLS):	
MAILINGS:	
PER DIEM:	\$6,000
<b>TOTAL REIMBURSABLES:</b>	<b>\$22,850</b>
<b>TOTAL PROPOSED FEE:</b>	<b>\$182,578</b>

**Woodside Boulevard Reconstruction Project**  
 Phase II - Final Design  
 Hailey, Idaho  
 7/11/2011

TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drafter	Landscape Arch.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$168	\$150	\$120.00	\$110.00	\$1115.00	\$90.00	\$75.00	\$100.00	\$120.00	\$109.50	\$50	\$50
<b>Additional Tasks</b>												
<b>A. SH-75 SIGNAL DESIGN AND PLANS</b>												
Expedited PS&E Package April 7, 2011		16	12	35	16		24					\$11,330
	0	16	12	35	16	0	24	0	0	0	0	\$0
	\$0	\$2,400	\$1,440	\$3,950	\$1,840	\$0	\$1,800	\$0	\$0	\$0	\$0	\$11,330
<b>TOTAL PROPOSED FEE - SH-75 Signal Design:</b>												<b>\$11,330</b>
TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drafter	Landscape Arch.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$168	\$150	\$120.00	\$110.00	\$1115.00	\$90.00	\$75.00	\$100.00	\$120.00	\$109.50	\$50	\$50
<b>PHASE II - FINAL DESIGN</b>												
<b>B. FOX ACRES ROUNDABOUT DESIGN</b>												
Expedite Roundabout PS&E Set		6	32		25		30					\$9,855
Prepare Roundabout Landscape & Irrigation Design		4	4				40	40				\$8,080
	0	10	35	0	25	0	70	40	0	0	0	\$17,945
	\$0	\$1,500	\$4,320	\$0	\$2,875	\$0	\$5,250	\$4,000	\$0	\$0	\$0	\$17,945
<b>TOTAL PROPOSED FEE - FOX ACRES ROUNDABOUT DESIGN:</b>												<b>\$17,945</b>

**Woodside Boulevard Reconstruction Project**  
 Phase II - Final Design  
 Hailey, Idaho  
 7/11/2011

TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drinker	Landscape Archt.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$108	\$150	\$120.00	\$110.00	\$115.00	\$300.00	\$75.00	\$100.00	\$120.00	\$109.50	\$50	
<b>PHASE II - FINAL DESIGN</b>												
<b>Additional Work Tasks</b>												
1 Revised PS&E Submittal to meet FHWA funding requirements Expedited PS&E Package April 7, 2011	8	20	24	10	50	15	80		16		12	\$24,034
2 Irrigation Design												\$0
Irrigation Calculations	12	8	12									\$4,655
Irrigation Design		2	20		32	22	48	12				\$13,190
Irrigation Estimates		2	8			8						\$1,950
3 Pocket Parking Design												\$0
Redesign 30% alignment for pocket parking options		8	16		40		8					\$9,320
4 Street Light Design												\$0
Research Street Light Fixtures		6										\$1,200
Modify PS&E package		2										\$300
5 Power Engineer Sheet Revisions												\$0
Modify sidewalk and driveway access		4	6		12		8					\$3,300
6 Prepare Enticement Exhibits												\$0
Wagon/Waivants additional exhibits		4	4		15		8					\$3,520
	20	58	80	10	150	46	152	12	16	0	12	\$60,470
	\$3,360	\$8,700	\$10,800	\$1,100	\$17,250	\$4,140	\$11,400	\$1,200	\$1,920	\$0	\$600	\$60,470
<b>TOTAL PROPOSED FEE:</b>												<b>\$60,470</b>

**Woodside Boulevard Reconstruction Project**

Phase II - Final Design  
 Hailey, Idaho  
 7/11/2011

TASK DESCRIPTION	QA/QC Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$168	\$123.00	\$110.00	\$115.00	\$90.00	\$120.00	\$109.50	\$30	
<b>PHASE II - FINAL DESIGN</b>									
<b>D. WOODSIDE PAVEMENT OVERLAY SUBMITTAL PACKAGE</b>									
1 Revised PS&E Submittal to meet FHWA funding requirements Expedited PS&E Package April 7, 2011	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0	0 \$0
<b>TOTAL PROPOSED FEE:</b>									<b>\$0</b>

Woodside Boulevard Reconstruction Project

Phase II - Final Design

Hailey, Idaho

7/11/2011

TASK DESCRIPTION	QA/QC \$160	Project Manager \$150	Project Engineer \$120,000	Traffic Engineer \$110,000	Senior Designer \$115,000	Engineer/ Designer \$90,000	Drafter \$75,000	Landscape Arch. \$100,000	Drainage Engineer \$120,000	Public Involvement \$100,000	Civil \$50	TOTAL
<b>PHASE II - FINAL DESIGN</b>												
<b>E. PUBLIC INVOLVEMENT</b>												
1. Additional Public Meetings Two day property owner workshops at Sycamore Additional City Council Presentations - 3 meetings	32	16	16							24	4	\$9,548 \$4,877 \$0
2. Communication with Stakeholders Additional and Ongoing Communication with City and Stakeholders Preparation of Our Town Newsletter	20	4	20							80	18	\$14,160 \$3,051
3. Property Use Agreement Onsite Consultations Individual property owner meetings Email and phone tracking for Use Agreements	10	10	10							60	16	\$9,270 \$1,762
5. Public Involvement Documentation and Evaluation Prepare overview of public involvement activities Generate report of stakeholder contacts	4	4	4							12	18	\$1,914 \$3,051
	0	90	70	0	0	0	0	0	0	234	4	\$47,723
	\$0	\$13,500	\$8,400	\$0	\$0	\$0	\$0	\$0	\$0	\$25,023	\$200	\$47,723
<b>TOTAL PROPOSED FEE - PUBLIC INVOLVEMENT:</b>											<b>\$47,723</b>	

**Woodside Boulevard Reconstruction Project**

Phase II - Final Design  
 Halley, Idaho  
 7/11/2011

TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drafter	Landscap Arch.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$163	\$,259	\$123.00	\$110.00	\$115.00	\$50.00	\$75.00	\$100.00	\$140.00	\$109.50	\$0	\$0
<b>PHASE II - FINAL DESIGN</b>												
<b>F. PROJECT ADMINISTRATION</b>												
1 Progress Meetings												\$0
Team Meetings (bi-weekly) - 18 meetings Total												\$0
Misc. Internal Progress meetings												\$0
Kickoff Meeting												\$0
2. Project Management and Coordination with City and FHWA												\$11,970
Additional Project Coordination and Steering Coordination	10	30	30							20		\$10,290
Additional Coordination with City and FHWA	10	60	60							40		\$22,260
	\$1,980	\$9,000	\$7,200	\$0	\$0	\$0	\$0	\$0	\$0	\$4,380	\$0	\$22,260
<b>TOTAL PROPOSED FEE:</b>											<b>\$22,260</b>	

RECEIVED

MAY 23 2011



J-U-B ENGINEERS, Inc.  
AGREEMENT FOR PROFESSIONAL SERVICES

J-U-B ENGINEERS, INC.

Authorization for Additional Services

CLIENT: City of Hailey, Idaho at 115 Main Street South, Suite H, Hailey, Idaho 83333  
Project Name: Woodside Blvd Reconstruction Project  
J-U-B Project Number: 83-10-043

- 1. *Additional Services.* The following additional items of work on the project referenced above have been or will be provided by J-U-B ENGINEERS, Inc. (J-U-B). These Additional Services are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services for this Project, dated October 15, 2010. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

Additional Services: Environmental Site Visit and Preparation of the Categorical Exclusion Environmental Document and Phase II Final Design services for the Woodside Blvd Reconstruction Project. The detailed Environmental Document and Phase II Final Design scope of work is attached but includes the following activities:

- 1. Preparation of an Environmental Document according to the NEPA process
- 2. SH-75/Woodside Blvd Traffic Signal Design and Plans
- 3. Fox Acres Road/Woodside Blvd Roundabout Design and Plans
- 4. Overlay Design for Woodside Blvd from Laurelwood Dr to Countryside Blvd
- 5. Woodside Blvd Reconstruction from Fox Acres Road to Laurelwood Dr and Countryside Blvd to SH -75
- 6. Public Involvement
- 7. Project Administration

See attachment 1 for the Work Plan details, attachment 2 for the Fee Proposal and attachment 3 for the Staffing Plan

- 2. *Verbal Authorization by CLIENT, if Applicable.* J-U-B was verbally authorized by the CLIENT to provide these Additional Services by:

Thomas Hellen  
Name

3/1/11  
Date

- 3. *Payment for Additional Services.* Unless otherwise noted below, J-U-B will provide these Additional Services on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

This additional change order is Time and Materials Not to Exceed \$465,818. Hours will be billed by employees based on the estimated rates identified in the Attachment 3 Staffing Plan. The new total contract amount is \$641,176.71

- 4. *Schedule of Services.* Due to the Additional Services, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

April 1, 2012

Dated this 23 day of March, 2011

CLIENT

J-U-B ENGINEERS, Inc.

By: [Signature]  
Project Representative or Authorized Signatory for CLIENT

By: [Signature]  
Project Representative or Authorized Signatory for J-U-B

Rick Davis, Mayor  
Print or Type Name and Title

Chuck A. Larson, P.E./Vice President  
Print or Type Name and Title

## Attachment 1 - Work Plan Details

City of Hailey Project Manager: Tom Hellen

J-U-B Project Manager: Lori Labrum

Project #: 83-10-043

Project Name: Woodside Blvd Reconstruction Project

Project Location: Hailey, Idaho

Project Description: Intersection Improvement Project - Final Design

Agency: City of Hailey

Date: 2/22/11

### EXECUTIVE SUMMARY

The tasks outlined in this scope of services focus on the preparation of the Environmental Document in accordance with the NEPA process and "Phase 2" final design services, which supplement the "Phase 1" scope, contained in the original contract and generally included:

#### Phase 1

- Development of "30% preliminary plans" for the entire corridor including preliminary evaluation of drainage issues, potential utility relocations, roadway capacity analysis and evaluation.
- Completion of initial Phase I public involvement.
- Topographic surveying for the entire corridor.
- 50% preliminary design plans for a proposed roundabout at Fox Acres Way / Woodside Boulevard Intersection.
- Conceptual layout for the proposed signal at SH-75 / Woodside Boulevard.

This scope (Phase 2) will build upon the initial design and public involvement outlined above to develop final construction plans, specification, and estimate for constructing improvements for Woodside Boulevard from Fox Acres Road to SH-75. Construction documents will be completed in accordance with City of Hailey Standard Specifications and Details and supplemented by Idaho Department of Transportation (ITD) standards as necessary. Plans will be prepared in AutoCAD format. ITD standard plan format requirements will not be used on this project and it is anticipated that the City of Hailey will administer the bidding of the construction documents.

For the purposes of this scope of services, it is anticipated that review and approval of the plans will be performed by both the City and the Federal Highway Administration (FHWA) in accordance with the Tiger II grant agreement between the City and FHWA. Plans will be completed on 11"x17" size sheets.

## Attachment 1 - Work Plan Details

It is anticipated that final design services will include a 75% submittal to the City and FHWA in addition to a final "PS&E" submittal package.

The tasks outlined in this scope of services generally include:

### Phase 2

- Final design and development of final roadway construction plans for Woodside Boulevard including intermediate submittals to the City and FHWA at both 75% and Final (PS&E) Design stages.
- For the purpose of providing bidding flexibility, this scope and estimate includes the preparation of four separate plan packages. The Work Plan below describes the activities associated with the preparation of each plan package. The estimate is organized to show the cost associated with the preparation of each of the following plan packages:
  - SH 75/Woodside Blvd Traffic Signal
  - Fox Acres Road/Woodside Blvd Roundabout
  - North Woodside Blvd (Baldy View Drive to Laurelwood Drive) and South Woodside (Countryside Blvd to SH-75) Roadway Design
  - Woodside Pavement Overlay Section (Laurelwood Drive to Countryside Blvd)
- Final drainage design and preparation of drainage construction plans.
- Utility design / coordination with utility companies within the corridor for potential utility relocations.
- Final design and development of construction plans for a new traffic signal at the intersection of Woodside Boulevard and SH-75.
- Final design and development of construction plans for intersection improvements at Fox Acres Road / Woodside Boulevard, which is anticipated to be a roundabout intersection.
- Completion of an environmental document for the project in accordance with the NEPA process (for the purposes of estimating level of effort the environmental document is assumed to be a Categorical Exclusion).
- On-going public involvement throughout the design process and preparation of environmental document.
- Preparation of Construction Documents shall conform to FHWA approved procedures and specifications using the current edition of ISPWC and City of Hailey construction specifications which may be modified to meet FHWA standards.
- Preparation of construction estimated opinion of probable cost.
- On-going coordination with City, State, and Federal jurisdictions throughout the design of the project.

The work does not include the following:

- Additional right of way is not anticipated for this project. Legal descriptions and exhibits for temporary and/or permanent construction easements (if needed) will be negotiated as an additional services following approval of Phase 2 design services.

## Attachment 1 - Work Plan Details

- Construction Engineering services are not included as a part of this scope of work.

### PHASE "2" WORK PLAN

The following task items are anticipated and proposed to be completed for Phase "2" design scope of services.

#### A. Woodside Blvd / SH - 75 Traffic Signal Design

A traffic signal is proposed for Woodside Boulevard and SH-75 and will be designed in accordance with ITD requirements and specifications. Plans will be prepared showing the intersection geometry, pole and mast arm locations, signal heads, and phasing diagrams. Wiring / conduit diagrams will also be designed and shown on the construction plans in accordance with ITD requirements. J-U-B will coordinate with the ITD District 4 traffic engineer during the design for their review and approval of the signal design and drawings. ITD standard drawings will be used for typical details including cabinet layout, foundations, etc.

1. Prepare Signal Layout and Phasing Sheet
2. Prepare Signal Wiring and Conduit Plan
3. ITD District 4 Coordination
4. Prepare Signal Detail Sheets
5. Prepare Construction Traffic Control Sheets
6. Prepare Construction Cost Estimate
7. Signal Specifications
8. Submit 75% and PS&E Construction Package
9. Address and Review Comments and Finalize Plans

#### Deliverables:

- Plan sheet showing signal geometric layout and intersection striping requirements
- Plan sheet showing signal phasing and conduit locations
- ITD standard signal construction detail sheets
- 75% Plan Package Submittal
- PS&E Plan Package Submittal

#### B. Fox Acres Roundabout Design

Based on design computations and traffic modeling completed as a part of Phase 1 preliminary design, J-U-B will prepare intersection improvement plans for the Fox Acres / Woodside Boulevard intersection. It is anticipated that the proposed improvements for this intersection will include construction of a new roundabout. The intersection plan will include horizontal and vertical geometry and approach details showing the limits of roundabout construction. Signing and striping for the

## Attachment 1 - Work Plan Details

roundabout will be prepared in accordance with MUTCD recommendations and shown on the construction documents as a part of this task.

1. Prepare Horizontal and Vertical Design
2. Prepare Landscape and Irrigation Design
3. Prepare Roundabout Detail Sheet
4. Prepare Construction Traffic Control
5. Prepare Construction Cost Estimate
6. Submit 75% & PS&E Construction Package for Review
7. Address and Review Comments and Finalize Plans

### Deliverables:

- Intersection horizontal control drawing including signing and striping requirements
- Intersection vertical control drawing depicting final design grades
- Detail sheet(s) pertaining to roundabout construction requirements
- Sewer manhole installation and extensions
- 75% Plan Package Submittal
- PS&E Plan Package Submittal

### C. North and South Woodside Blvd Design

Each of the activities below is required in conjunction with development of the Woodside Blvd plan package. The limits for the North Woodside Blvd package are Fox Acres Road to SH-75 with the exception of approximately 2,200 linear feet of roadway near Countryside Boulevard that will receive a pavement overlay section and be bid as a separate package.

#### 1. Prepare Utility Plans / Utility Company Coordination

J-U-B will coordinate with affected utilities within the corridor based on information obtained from Phase 1 and will prepare "draft" utility plans showing the location of existing utilities and any proposed relocations that will be required as a part of the roadway improvements. These utility plans will be forwarded to the utility companies for their review and verification that the utilities are accurately depicted. It is anticipated that these plans will also be used by the utility companies in preparing "in-house" construction documents for relocating their respective utilities as necessary.

### Deliverables:

- Written minutes of conversations with utility companies
- Draft Utility Plans sent to the utility companies
- Copies of the Draft Utility Plan Submittal Letters
- Copies of information and documents received from utilities

#### 2. Drainage Design / Drainage Plans and Details

The conceptual drainage evaluation completed in Phase 1 will be expanded and included in final design plans. It is anticipated that all drainage in the corridor

## Attachment 1 - Work Plan Details

will be handled through either drywells or landscape swales (if applicable). Catch basins, storm drain piping, and drywells will be sized based on drainage runoff computations previously completed in Phase 1 and shown on the roadway construction plans. Construction details for the drainage improvements will be developed as needed to supplement City of Hailey and ITD standard details.

### Deliverables:

- Finalized drainage computations sealed by a licensed professional engineer
- 75% drainage plans
- 75% drainage details

### 3. Roadway Plan and Profile Construction Plan Sheets

Final roadway construction plans will be developed based on input / design comments received from the City on the conceptual design plans submitted as a part of Phase 1 design tasks. Roadway plans will include horizontal alignment and vertical profile data designed in accordance with City of Hailey and AASHTO requirements for a collector roadway. Design features including the existing right of way, connection requirements to existing driveways, curb/gutter, bike lanes, sidewalks, mailbox relocations, bus stop pullouts, etc. will be included on the construction documents. Bid items matching City of Hailey / Idaho Standards for Public Works Construction (ISWPC) will be used on the plan sheets to identify pay item requirements for construction.

### Deliverables:

- Roadway plan and profile sheets

### 4. Prepare Intersection Details

There are approximately 28 street intersections along Woodside Boulevard (not including Fox Acres Drive or SH-75). Detail plan views of each of these intersections will be prepared at larger scale drawings to show curb returns, and detailed vertical transition requirements to match existing surface conditions of the approach streets. Horizontal and vertical control including finish grades, station and offset for the transitions / curb returns will be shown. It is anticipated that detail drawings will include two intersections per sheet resulting in 14 detail sheets.

### Deliverables:

- 14 enlarged scale intersection detail plan sheets

### 5. Driveway Approaches / Details

Driveway connections will be generally detailed on the roadway plan and profile sheets; however, it is anticipated that several driveways will require additional grading / transitions based on the widened roadway typical section. Plan view detail sheets showing limits of construction including temporary construction

## Attachment 1 - Work Plan Details

easements will be prepared and included within the construction documents. It is anticipated that up to 25 driveways will be included in these detail sheets. Several of the commercial properties on the southern portion of the corridor (near SH-75) currently have limited access control with sections of pavement that connect directly to the Woodside Boulevard Roadway section. This task item will include design of new concrete driveway approaches to these properties in addition to evaluation of potential drainage impacts associated with the addition of the sidewalks / approaches.

### Deliverables:

- Enlarged scale detail sheets showing driveway transitions and grades for driveways for up to 25 driveways

### 6. Prepare Typical Sections

Based on input received from the public involvement completed as a part of Phase 1, preliminary design, and recommendations from the project geotechnical engineer, the typical roadway sections will be finalized and included in the construction documents. The typical sections will include dimensional details for the proposed roadway structural section (i.e. pavement section thickness) as well as travel lane, bike path, and sidewalk configurations within the corridor.

### Deliverables:

- Roadway typical section sheet

### 7. Landscape Alternatives and Cost Estimates

This task includes the preparation of three potential landscape planting alternatives for the buffer area along Woodside Blvd. Once the alternatives have been prepared, a cost estimate for installation and maintenance will be prepared and submitted for review by the City. This task also includes the preparation of illustrative hand sketches representative of each of the proposed alternatives.

### Deliverables:

- Landscape Alternative Study
- Three Hand Sketches Representing the Landscape Alternatives

### 8. Signing / Striping Plans

Signing and Striping plans for the roadway and intersections will be prepared in accordance with City of Hailey and MUTCD standards and recommendations. Plans will include station and offset for sign locations, striping limits, striping symbols, and striping details.

### Deliverables:

- Signing and Striping Plans

## Attachment 1 - Work Plan Details

### 9. Construction Traffic Control Plans

Construction traffic control plans including construction phasing requirements will be prepared for review and approval by the City as a part of this task. Limits of road closure, detours, locations of traffic delineators, and details will be included within the construction plans.

#### Deliverables:

- Overall Construction Phasing Plans
- Detour / Roadway Closure Plans
- Traffic control details

### 10. Calculate Roadway Quantities

Bid pay item roadway quantities will be calculated for inclusion with the bid form. Pavement section quantities will be calculated from the typical sections. Pay items will generally conform to City of Hailey / ISPWC designated bid items and supplemented with special provision bid items as needed.

#### Deliverables:

- Excel Spreadsheet printout summarizing bid items and quantities
- Roadway quantity support computations

### 11. Erosion and Sediment Control Plan / Storm Water Pollution Prevention Plan (SWPPP)

J-U-B will prepare an erosion and sediment control plan to be included in the construction documents. The plan will include best management practices for protecting existing drainage features, locations for fiber wattle / silt fence installations, concrete clean out locations, BMP details, etc. A SWPPP will be prepared and submitted to the City for review and comment as a part of this task. It is assumed that the contractor will refine and revise the SWPPP as necessary and apply for applications.

#### Deliverables:

- Erosion / Sediment Control Plan
- BMP details
- SWPPP

### 12. Prepare Supplemental Specifications

The project will be designed using City of Hailey supplements to the ISPWC for technical specifications and bid documents for contracting purposes. ITD construction specifications will also be used for construction items within SH-75 right of way including the traffic signal. Supplemental specifications will be

## Attachment 1 - Work Plan Details

completed for "non-standard" construction items that are not found within either ISPWC or ITD construction specifications.

### Deliverables:

- Supplemental Specifications
- 75% contract documents

### 13. Prepare Estimated Opinion of Probable Construction Cost

An estimated opinion of probable construction cost will be prepared and submitted to the City for review as a part of the 75% design package.

### Deliverables:

- Excel spreadsheet printout showing bid item quantities, unit prices, and a summary of the estimated opinion of probable construction cost for the project.

### 14. Internal QA/QC Review

The assembled 75% design package will receive a quality control check by J-U-B design experts. Redline changes will be discussed and modifications made to the plans, specifications, and estimate as needed and documentation will occur in the project file.

### Deliverables:

- None

### 15. Assemble and Submit 75% Design Package to City for Review

The plan package for the 75% City review will be assembled and submitted to the City and FHWA for review and comment. J-U-B will submit five (5) copies of the final design package to the City for distribution.

### Deliverables:

- (5) Copies of the 75% plan package including plans, specifications, and construction estimate.

### 16. Attend 75% Design Review Meeting with City

J-U-B's project manager and lead design engineer will meet with the City to review City and FHWA comments to the 75% design submittal. J-U-B will prepare minutes from the meeting for distribution to the City and design team and for inclusion in the project file. All redline comments will be summarized in tabular form and written responses to each comment will be provided.

### Deliverables:

## Attachment 1 - Work Plan Details

- Minutes from the design review meeting
- Summarized list of redline comments including proposed resolutions to each comment

### 17. Incorporate City Comments into Final PS&E Plans

Based on any comments received, changes to the project plans will be made following the 75% design review meeting.

### 18. Finalize Plans

Roadway construction plans, utility plans, signing / striping plans, erosion and sediment control plans, signal plans, intersection details, etc. will be taken from 75% to a final PS&E design level following the 75% plan review meeting.

### 19. Update Quantities / Opinion of Probable Construction Cost

Roadway quantities and the construction cost estimate will be updated between the 75% and final design / PS&E submittal. The updated construction cost estimate will be forwarded to the City Staff for review ahead of the final design submittal.

### 20. Prepare Final PS&E Package / QC Review

The PS&E package will be assembled and J-U-B will perform a quality control check. Redline changes will be discussed and modifications made to the plans, specifications, and estimate as needed and documentation will occur in the project file.

### 21. Submit PS&E Package to City and FHWA

The final PS&E package will be submitted to the City and FHWA for review and advertisement. The package will include plans, specifications and construction estimate as well as items typically included in a construction resident's file for use by the City / Inspectors during construction administration.

#### Deliverables:

- PS&E plans
- PS&E level Opinion of Probable Construction Cost

### 22. Bidding Assistance

J-U-B will assist the City during the bidding phase of the project. J-U-B's project manager and lead project engineer will attend the pre-bid meeting walk through and prepare notes that will be used to address contractor questions in the form of a bid addendum. In addition to the pre-bid meeting, this task anticipates eight hours of project manager time and 16 hours of project engineer time to address contractor / city questions and prepare bid addendum(s) if necessary.

#### Deliverables:

## Attachment 1 - Work Plan Details

- Pre-bid meeting minutes
- Bid Addendum(s) if needed

### D. Woodside Boulevard Pavement Overlay Section (Laurelwood Drive to Countryside Blvd)

This scope item includes development of final plans, specifications, and cost estimate for approximately 2,210 linear feet of Woodside that will primarily be constructed as a pavement overlay to the existing pavement section. As a part of this work, new curb, gutter, sidewalk, and drainage facilities will also be constructed within the limits of this package. This section of Woodside will be bid as a separate package to the remainder of Woodside Boulevard. The following tasks are included within this section of the scope of services.

#### 1. Prepare Utility Plans / Utility Company Coordination

J-U-B will coordinate with affected utilities within the corridor based on information obtained from Phase 1 and will prepare "draft" utility plans showing the location of existing utilities and any proposed relocations that will be required as a part of the roadway improvements. These utility plans will be forwarded to the utility companies for their review and verification that the utilities are accurately depicted. It is anticipated that these plans will also be used by the utility companies in preparing "in-house" construction documents for relocating their respective utilities as necessary.

##### Deliverables:

- Written minutes of conversations with utility companies
- Draft Utility Plans sent to the utility companies
- Copies of the Draft Utility Plan Submittal Letters
- Copies of information and documents received from utilities

#### 2. Drainage Design / Drainage Plans and Details

The conceptual drainage evaluation completed in Phase 1 will be expanded and included in final design plans for this section of Woodside Boulevard. Preliminary design indicates that (2) drainage basin drywells with catch basins will be required within this section of the corridor. Catch basins, storm drain piping, and drywells will be sized based on drainage runoff computations previously completed in Phase 1 and shown on the roadway construction plans. Construction details for the drainage improvements will be developed as needed to supplement City of Hailey and ITD standard details.

##### Deliverables:

- 75% drainage plans
- 75% drainage details

## Attachment 1 - Work Plan Details

### 3. Roadway Plan and Profile Construction Plan Sheets

Final roadway construction plans will be developed based on input / design comments received from the City on the conceptual design plans submitted as a part of Phase 1 design tasks. Roadway plans will include horizontal alignment and existing vertical profile data. Design features including the existing right of way, connection requirements to existing driveways, curb/gutter, bike lanes, sidewalks, mailbox relocations, bus stop pullouts, etc. will be included on the construction documents. Existing sidewalk and existing curb and gutter, primarily on the west side of Woodside that will remain will be shown on the plans as well as transition requirements for matching those existing features. Bid items matching City of Hailey / Idaho Standards for Public Works Construction (ISPWC) will be used on the plan sheets to identify pay item requirements for construction.

#### Deliverables:

- Roadway plan and profile sheets

### 4. Prepare Intersection Details

There are approximately 4 street intersections along this section of Woodside Boulevard (including Countryside Boulevard). Detail plan views of each of these intersections will be prepared at larger scale drawings to show curb returns, and detailed vertical transition requirements to match existing surface conditions of the approach streets. Horizontal and vertical control including finish grades, station and offset for the transitions / curb returns will be shown. It is anticipated that detail drawings will include two intersections per sheet resulting in 2 detail sheets.

#### Deliverables:

- 2 enlarged scale intersection detail plan sheets

### 5. Driveway Approaches / Details

Driveway connections will be generally detailed on the roadway plan and profile sheets; however, it is anticipated that some driveways will require additional grading / transitions based on the widened roadway typical section. Plan view detail sheets showing limits of construction including temporary construction easements will be prepared and included within the construction documents. It is anticipated that up to 10 driveways will be included in these detail sheets.

#### Deliverables:

- Enlarged scale detail sheets showing driveway transitions and grades for driveways for up to 10 driveways

### 6. Prepare Typical Sections

Based on recommendations from the project geotechnical engineer, the typical roadway sections will be finalized and included in the construction documents.

## Attachment 1 - Work Plan Details

The typical sections will include dimensional details for the proposed roadway structural section (i.e. overlay pavement section thickness) as well as travel lane, bike path, and sidewalk configurations within the corridor. Preliminary geotechnical evaluation indicates that a short section of roadway within this corridor (Station 65+80 to Station 67+60) is not conducive to pavement overlay and will require a full pavement section reconstruction which will be included in the typical section plan sheet.

Deliverables:

- Roadway typical section sheet

### 7. Signing / Striping Plans

Signing and Striping plans for the roadway and intersections will be prepared in accordance with City of Hailey and MUTCD standards and recommendations. Plans will include station and offset for sign locations, striping limits, striping symbols, and striping details.

Deliverables:

- Signing and Striping Plans

### 8. Construction Traffic Control Plans

Construction traffic control plans including construction phasing requirements will be prepared for review and approval by the City as a part of this task. Limits of road closure, detours, locations of traffic delineators, and details will be included within the construction plans.

Deliverables:

- Detour / Roadway Closure Plans
- Traffic control details

### 9. Calculate Roadway Quantities

Bid pay item roadway quantities will be calculated for inclusion with the bid form. Pavement section quantities will be calculated from the typical sections. Pay items will generally conform to City of Hailey / ISPWC designated bid items and supplemented with special provision bid items as needed.

Deliverables:

- Excel Spreadsheet printout summarizing bid items and quantities
- Roadway quantity support computations

### 10. Erosion and Sediment Control Plan / SWPPP

J-U-B will prepare an erosion and sediment control plan to be included in the construction documents. The plan will include best management practices for

## Attachment 1 - Work Plan Details

protecting existing drainage features, locations for fiber wattle / silt fence installations, concrete clean out locations, BMP details, etc. A SWPPP for this section of roadway will be prepared and submitted to the City for review and comment as a part of this task. It is assumed that the contractor will refine and revise the SWPPP as necessary and apply for applications.

### Deliverables:

- Erosion / Sediment Control Plan
- BMP details
- SWPPP

### 11. Prepare Supplemental Specifications

The project will be designed using City of Hailey supplements to the ISPWC for technical specifications and bid documents for contracting purposes. Supplemental specifications will be completed for "non-standard" construction items that are not found within either ISPWC or ITD construction specifications.

### Deliverables:

- Supplemental Specifications
- 75% contract documents

### 12. Prepare Estimated Opinion of Probable Construction Cost

An estimated opinion of probable construction cost will be prepared and submitted to the City for review as a part of the 75% design package.

### Deliverables:

- Excel spreadsheet printout showing bid item quantities, unit prices, and a summary of the estimated opinion of probable construction cost for the project.

### 13. Internal QA/QC Review

The assembled 75% design package will receive a quality control check by J-U-B design experts. Redline changes will be discussed and modifications made to the plans, specifications, and estimate as needed and documentation will occur in the project file.

### Deliverables:

- None

### 14. Assemble and Submit 75% Design Package to City for Review

The plan package for the 75% City review will be assembled and submitted to the City and FHWA for review and comment. J-U-B will submit five (5) copies of the final design package to the City for distribution.

## Attachment 1 - Work Plan Details

### Deliverables:

- (5) Copies of the 75% plan package including plans, specifications, and construction estimate.

### 15. Attend 75% Design Review Meeting with City

J-U-B's project manager and lead design engineer will meet with the City to review City and FHWA comments to the 75% design submittal. It is anticipated that the 75% review will occur simultaneously with the 75% review for the North / South Woodside Boulevard Construction package. J-U-B will prepare minutes from the meeting for distribution to the City and design team and for inclusion in the project file. All redline comments will be summarized in tabular form and written responses to each comment will be provided.

### Deliverables:

- Minutes from the design review meeting
- Summarized list of redline comments including proposed resolutions to each comment

### 16. Incorporate City Comments into Final PS&E Plans

Based on any comments received, changes to the project plans will be made following the 75% design review meeting.

### 17. Finalize Plans

Roadway construction plans, utility plans, signing / striping plans, erosion and sediment control plans, signal plans, intersection details, etc. will be taken from 75% to a final PS&E design level following the 75% plan review meeting.

### 18. Update Quantities / Opinion of Probable Construction Cost

Roadway quantities and the construction cost estimate will be updated between the 75% and final design / PS&E submittal. The updated construction cost estimate will be forwarded to the City for review ahead of the final design submittal.

### 19. Prepare Final PS&E Package / QC Review

The PS&E package will be assembled and J-U-B will perform a quality control check. Redline changes will be discussed and modifications made to the plans, specifications, and estimate as needed and documentation will occur in the project file.

## Attachment 1 - Work Plan Details

### 20. Submit PS&E Package to City and FHWA

The final PS&E package will be submitted to the City and FHWA for review and advertisement. The package will include plans, specifications and construction estimate as well as items typically included in a construction resident's file for use by the City / Inspectors during construction administration.

#### Deliverables:

- PS&E plans
- PS&E level Opinion of Probable Construction Cost

### 21. Bidding Assistance

J-U-B will assist the City during the bidding phase of the project. J-U-B's project manager and lead project engineer will attend the pre-bid meeting walk through and prepare notes that will be used to address contractor questions in the form of a bid addendum. In addition to the pre-bid meeting, this task anticipates eight hours of project manager time and 8 hours of project engineer time to address contractor / city questions and prepare bid addendum(s) if necessary.

#### Deliverables:

- Pre-bid meeting minutes
- Bid Addendum(s) if needed

## E. Public Involvement

The Langdon Group anticipates several factors will be essential to working with stakeholders during Final Design of the Woodside Boulevard project:

- i. Coordination with property owners/residents/businesses through final design.
- ii. Identify public issues to be addressed in the design.
- iii. Provide project updates about the citizens' roles in the process.
- iv. Coordinate with project team for stakeholder communication through final design process.

### 1. Public Involvement and Information Materials

The Langdon Group (TLG) will provide information pieces to inform stakeholders of anticipated impacts, project schedule, upcoming citizen information meeting(s), and to educate property owners about right-of-way issues. As appropriate, the format may be a newsletter, project information sheet, FAQ sheet or post card; this format may be dictated in part by amount of content and/or project schedule/milestones. TLG to build upon existing format and language already created in Preliminary Design phase, coordinate content and revisions with, and submit for approval to, City staff.

These information materials may be distributed through direct mail, email, meetings, door-to-door visits and other appropriate venues. TLG will provide all materials to the City for updates to City website.

## Attachment 1 - Work Plan Details

### Assumptions:

- TLG to provide layout/design, printing and manage direct mail
- All materials will be available in both English and Spanish versions

### Deliverables:

- Up to two project updates (sent via mail or door-to-door distribution as appropriate)
- Updates for City website (provided as PDFs)

### 2. Communication with Stakeholders

TLG will maintain direct communication with stakeholders to provide consistency of communication flow from the Preliminary Design Phase. Respond to stakeholder inquiries; send email updates; maintain communication through personal visits, phone and/or email.

### Deliverables:

- Email project updates to stakeholders
- Respond to individual stakeholder emails/public comments
- Ongoing coordination with engineering staff
- Ongoing stakeholder availability
- Prepare up to two additional mailings/print updates as requested by city staff

### 3. Stakeholder Database

TLG will update the database of stakeholders established during Preliminary Design phase. Update contacts and project participants to track concerns, issues and interactions.

### Deliverables:

- Updated Stakeholder Database (reports provided in Microsoft Excel format; ongoing stakeholder interactions to be tracked and documented via Access database)
- Comment matrix and preparation of documents for inclusion in environmental document
- Generate interim reports (reports provided in Microsoft Excel or PDF format; ongoing stakeholder interactions to be tracked and documented via Access database)

### 4. Media Relations Support

TLG will assist with and coordinate media efforts with City personnel. Prepare news releases for City distribution, which may include announcements of

## Attachment 1 - Work Plan Details

appropriate project milestones. TLG will also prepare staff talking points for any media appearance or interview.

### Deliverables:

- News releases drafted for City distribution as necessary (up to four releases)

### 5. Public Involvement Documentation and Evaluation

TLG will incorporate into the Public Involvement Plan methods for evaluating the process throughout the project. At the conclusion of the project, TLG will compile and distribute a post-project report that includes an overview of public information/public involvement activities from the beginning to end of the project.

### Deliverables:

- An overview of public involvement activities conducted
- Record of all stakeholder contacts
- Public involvement evaluation based on goals identified in PI plan
- Respond to individual stakeholder comments

### 6. Door to Door Visits prior to Public Meeting

TLG will complete door-to-door visits to residences and businesses along Woodside Blvd from Fox Acres Road to SH 75. They will distribute notices for the Public Meetings and provide general information about the project to these stakeholders. Any concerns or questions raised during the visits will be relayed to the project team to be addressed.

### 7. Presentation to Woodside Elementary Parent Teacher's Association

TLG and the J-U-B team will prepare for and present an overview of the Woodside Blvd project to the PTA of Woodside Elementary.

### 8. City Staff Coordination and Communication

Attend meetings and participate in conference call. Provide support documents to aide city staff in communications with members of the public and City Council. This task includes close coordination with internal JUB Engineering and Environmental staff, as well as ongoing communication with City staff.

- Project key issues paper
- Schedule overview of public involvement activities (to date and projected)
- Attend team meetings
- Participate in team conference calls
- Facilitate and support team member communications as needed

## Attachment 1 - Work Plan Details

### F. Project Administration

J-U-B will coordinate with both the City and FHWA throughout the final design project development process. Management of design issues and overall project progression, coordination with stakeholders, monitoring of scope, cost and schedule and prompt response to issues and concerns will be on going throughout the project development process.

The project will be monitored monthly, electronic project files will be maintained, project management provided and the project team will be coordinated throughout the final design / PS&E phase. The Project Administration fees have been prorated in the cost estimate based on level of effort associated with each of the separate phases of construction; Roundabout/Overlay/Traffic Signal design and North and South Woodside Blvd design.

#### 1. Progress Meetings

This task includes bi-weekly telephone conference calls (meetings) between the City Engineer, J-U-B Project Manager and Project Engineer. 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. This task also includes internal team progress meetings and a project team kickoff meeting. The kickoff meeting includes attendance by all disciplines.

#### Deliverables:

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

#### 2. Project Management and Team Coordination

##### • FHWA Coordination Meetings

J-U-B will periodically meet with the Division Office of FHWA in Boise, ID to coordinate drawing reviews, Environmental Document reviews and overall project status.

##### • FHWA Weekly Report Preparation

J-U-B will prepare a weekly status report on an FHWA form. This weekly update will be provided to the City of Hailey for review and submittal to FHWA.

#### 3. City Council Meetings

- J-U-B will prepare project drawing exhibits and the primary project team will attend three (3) City Council Meetings throughout the course

## Attachment 1 - Work Plan Details

of the project. The project team will provide technical support for City Staff as well as provide project package overview for Council Approval.

- o Landscape Alternative Council Presentation
- o Roundabout/Overlay/Traffic Signal 75% Design Council Presentation
- o North Woodside & South Woodside 75% Design Council Presentation

### **G. Environmental Document**

#### **1. Environmental Document Preparation**

Identify and obtain all information pertaining to the environmental resources within the project area. This includes drafting the Purpose and Need, description, right-of-way estimates, cultural clearances and paleontological clearances, wildlife and water resources information and correspondence, air quality, in addition to other resources. Prepare all supporting documentation as attachments to the environmental document.

Deliverables: Draft Environmental Document (Categorical Exclusion)

#### **2. Public Involvement Meetings**

Provide environmental support by attending two "citizen informational meetings" for the project's public involvement effort. Collaborate with the public involvement team for the necessary documentation needed in the environmental document. Review and comment on reports. Includes travel time.

Deliverables: Public Involvement Report for Environmental Document

#### **3. Project Team Meetings**

Attend 6 bi-weekly project team meetings through the environmental document phase.

#### **4. Cultural Documents Search and Field Survey**

Obtain mandatory data on previously recorded archaeological sites within one mile of the project area at the Idaho State Preservation Office (SHPO) in Boise, Idaho. Perform an archaeological survey of the project area to inventory cultural resources in the Area of Potential Effect (APE). Photograph and document at least one known historic railroad grade/rail trail in the project area. Includes travel time to Boise and Hailey.

#### **5. Cultural Report Draft**

Prepare a draft report which includes the historical context of the project area, results of the documents search and field survey and recommendations on eligibility of any known cultural resources and the project's effect on those resources. Map previously recorded sites in the area and any new sites recorded during the field survey. Coordinate with the ITD cultural staff and SHPO for document review.

Deliverables: Draft Cultural Report

## Attachment 1 - Work Plan Details

### 6. Cultural Report Final

Revise the cultural report according to ITD comments  
Deliverables: Final Cultural Report

### 7. Cultural/Paleontology Correspondence

Draft a Native American Consultation Letter for ITD review and FHWA signature; includes draft and final copies. Coordination with Idaho Geological Survey for potential paleontological resources and file search  
Deliverables: Native American Consultation Letter, Paleontology file search results

### 8. Wildlife Survey

Review species lists to determine potential Threatened and Endangered Species, Candidate Species, Species of Interest, State-listed Sensitive Species, big game and migratory species within the project area of effect. Survey project area for evidence of listed (or other) species of interest. Includes photography and onsite mapping.

### 9. Wildlife Survey Report Draft

Prepare the draft report of the species located within the project area, the findings of the species lists, and the project's potential effect. Includes mapping, photography and production costs.  
Deliverables: Draft Wildlife Survey Report

### 10. Wildlife Survey Report Final

Revise the wildlife report according to agency comments.  
Deliverables: Final Wildlife Survey Report

### 11. Wildlife Correspondence

Coordinate with US Fish and Wildlife Service, State Division of Wildlife Resources, ITD, on project's effect to wildlife resources.

### 12. Wetland Survey

Survey the project area for waterways and wetlands, including Hiawatha Canal and associated ditches or wet areas. Soil and vegetation testing for quality of wetlands (if present in project area) and high-water mark.

### 13. Wetland Report/Delineation Draft

Prepare draft report of the wetlands and waterways, and findings of wetland and water resources survey. Includes mapping, photography and production costs.  
Deliverables: Draft Wetland Report/Delineation

### 14. Wetland Report Final

Revise the wetland report/delineation according to agency comments and submit final document.  
Deliverables: Final Wetland Report/Delineation

## Attachment 1 - Work Plan Details

### 15. Environmental Document Internal QC

Submit the completed draft environmental document, supporting documentation, and mapping to J-U-B Environmental Services Manager for review and comment. Revise document according to J-U-B QC standards.

Deliverables: Draft Environmental Document

### 16. Environmental Document Draft Review (with FHWA)

Coordinate with ITD and FHWA the process for draft environmental document submittal. Submit the completed draft environmental document to ITD/FHWA for review and comment.

Deliverables: Draft Environmental Document

### 17. Finalize Document

Revise the environmental document according to agency comments and submit final document.

Deliverables: Final Environmental Document

### 18. Construction Permitting with Army Corps of Engineers

Construction permitting to fill or add culvert length to waterways and/or wetlands, if necessary. Coordinate with permitting agencies such as Army Corps of Engineers or Division of Water Rights on needed permits and process necessary for filing permits with agencies. May include Joint Application.

Deliverables: Joint Application

### 19. Direct Expenses

Travel Expenses include a total of 4 trips to Idaho: one trip to Boise for SHPO file search; two trips to Hailey (one for cultural resources staff, one for wildlife/water staff) for Cultural, Wildlife, and Water resources surveys; and one trip for the environmental specialist to attend citizen information meetings to be included in environmental document.

#### Misc/Printing and Fees

Agency consultation with SHPO, Geologic Survey and potentially others requires fees for time, usage of files, and copying.

### H. Estimated Schedule of Major Milestones

- 30% Design Completion - January 28, 2011
- Public Meetings - January 26, 2011 - January 27, 2011
- NEPA Approval - March 1, 2011
- Final Design Approval Roundabout/Overlay/Traffic Signal - April 15, 2011
- PS&E Approval for Roundabout/Overlay/Traffic Signal - May 20, 2011
- Award Construction Contract for Roundabout/Overlay/Traffic Signal - July 2011
- Final Design Approval for North and South Woodside Blvd - October 2011

## Attachment 1 - Work Plan Details

- PS&E Approval for North and South Woodside Blvd - January 2012
- Award Construction for North and South Woodside Blvd - March 2012

**Woodside Boulevard Reconstruction Project**  
Phase II - Final Design  
Hailey, Idaho  
2/24/11

<b>PHASE II - FINAL DESIGN</b>		
<b>SUMMARY OF PROFESSIONAL SERVICES LABOR FEES</b>		
A.	SH-75 SIGNAL DESIGN AND PLANS	\$24,994
B.	FOX ACRES INTERSECTION / ROUNDABOUT DESIGN	\$26,584
C.	NORTH & SOUTH WOODSIDE BOULEVARD RECONSTRUCTION	\$188,877
D.	WOODSIDE BOULEVARD PAVEMENT OVERLAY	\$49,736
E.	PUBLIC INVOLVEMENT	
	Public Involvement Roundabout/Overlay/Traffic Signal	\$27,666
	Public Involvement North & South Woodside Blvd	\$41,500
F.	PROJECT ADMINISTRATION	
	Project Administration Roundabout/Overlay/Traffic Signal	\$19,866
	Project Administration North & South Woodside Blvd	\$29,799
G.	Environmental	
	Cat Ex Environmental Document	\$27,316
<b>TOTAL LABOR COSTS:</b>		<b>\$436,338</b>
<b>REIMBURSABLES</b>		
	TRAVEL COSTS: MILEAGE, AND AIRFARE	\$5,100
	PRINTING:	\$2,700
	ADDITIONAL TOPOGRAPHIC SURVEY:	\$13,200
	ADDITIONAL GEOTECHNICAL EVALUATION (DRYWELLS):	\$1,980
	MAILINGS:	\$1,000
	PER DIEM:	\$5,500
<b>TOTAL REIMBURSABLES:</b>		<b>\$29,480</b>
<b>TOTAL PROPOSED FEE:</b>		<b>\$465,818</b>

**Woodside Boulevard Construction Project**  
 Phase II - Final Design  
 Hailey, Idaho  
 2/24/2011

TASK DESCRIPTION	QA/QC		Project Manager		Project Engineer		Traffic Engineer		Senior Designer		Engineer/Designer		Drafter		Landscape Arch.		Drainage Engineer		Public Involvement		Clerical		TOTAL
	\$168	\$168	\$150	\$150	\$120	\$120	\$110	\$110	\$115	\$115	\$90	\$90	\$75	\$75	\$100	\$100	\$120	\$120	\$109	\$109	\$50	\$50	
<b>PHASE II - FINAL DESIGN</b>																							
<b>A. S&amp;B SIGNAL DESIGN AND PLANS</b>																							
Prepare Signal Geometry & Placette Sheet							16																\$3,280
Prepare Signal Wiring / Conduit Plan							16																\$3,280
Coordinate with District 4 Traffic Engineer																							\$600
Prepare Signal Detail Sheets							16																\$3,260
Prepare Construction Traffic Control Sheets							8																\$2,090
Prepare Construction Cost Estimate							4																\$740
Prepare "Front End" Contract Documents and Specifications							6																\$1,280
Assemble and submit 75% construction package							8																\$2,662
Address Review Comments and Finalize Plans							18																\$3,280
Assemble and submit PS&E construction package							8																\$2,602
Attend Pre-Bid Meeting / Bid Coordination with City							12																\$1,800
							34																
							\$5,100																\$24,994
							\$1,344																

TOTAL PROPOSED FEE - S&B Signal Design: \$24,994

TASK DESCRIPTION	QA/QC		Project Manager		Project Engineer		Traffic Engineer		Senior Designer		Engineer/Designer		Drafter		Landscape Arch.		Drainage Engineer		Public Involvement		Clerical		TOTAL
	\$168	\$168	\$150	\$150	\$120	\$120	\$110	\$110	\$115	\$115	\$90	\$90	\$75	\$75	\$100	\$100	\$120	\$120	\$109	\$109	\$50	\$50	
<b>PHASE II - FINAL DESIGN</b>																							
<b>B. FOX ACRES ROUNDABOUT DESIGN</b>																							
Prepare Roundabout Horizontal and Vertical Design and Plan Set							8																\$9,920
Prepare Roundabout Detail Sheet							4																\$5,960
Prepare Construction Traffic Control Sheets							4																\$2,960
Prepare Intersection Construction Cost Estimate							2																\$1,020
Prepare "Front End" Contract Documents and Specifications							2																\$1,220
Assemble and submit 75% construction package							2																\$1,512
Address Review Comments and Finalize Plans							2																\$1,740
Assemble and submit PS&E construction package							4																\$1,512
Attend Pre-Bid Meeting / Bid Coordination with City							12																\$1,800
							34																
							\$5,100																\$26,584
							\$1,344																

TOTAL PROPOSED FEE - FOX ACRES ROUNDABOUT DESIGN: \$26,584

REIMBURSABLES

**Woodside Boulevard Reconstruction Project**  
 Phase II - Final Design  
 Hailey, Idaho  
 2/24/2011

TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drifter	Landscape Arch.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$ 150	\$ 150	\$ 150	\$ 110.00	\$ 110.00	\$ 93.00	\$ 75.00	\$ 100.00	\$ 120.00	\$ 100.00	\$ 60	\$ 60
<b>PHASE II - FINAL DESIGN</b>												
<b>2-NORTH AND SOUTH WOODSIDE SUBMITTAL PACKAGE</b>												
1. Prepare Utility Plans / Utility Plan Coordination						8						\$ 720
Final Coordination with Utility Companies						16						\$ 4,560
Prepare Utility Relocation Plans for Review by Utility Companies			16				16					\$ 4,272
Finalize Utility Plans	4		8									
2. Drainage Design / Drainage Plans and Details												
Finalize Drainage Computations			4			16			16			\$ 3,840
Prepare 75% Drainage Plan Sheets		4	4			20			24			\$ 6,960
Prepare Drainage Detail Sheets			4			16			10			\$ 5,040
3. Roadway Plan and Profile Construction Plan Sheets												
Develop Final Plan and Profile Sheets	4	16	32	20	20	60	80					\$ 22,812
4. Prepare Intersection Details												
Calculate Intersection Grades		4				16						\$ 1,960
Prepare Intersection Plan and Detail Sheets (6 Sheets Anticipated)			8			16	30					\$ 4,650
5. Driveway Approaches / Details												
Calculate / Design Driveway Grades		4	24			20						\$ 5,200
Prepare Driveway Approach Detail Sheets		4	24			20	20					\$ 6,760
Sidewalk Revisions & Parking Alternatives		16	40			20	20					\$ 10,800
6. Prepare Typical Sections												
Finalize Typical Roadway Sections		2	8			8	12					\$ 2,880
7. Landscapes Design												
Landscape Alternative Study			8					40				\$ 8,160
Prepare Landscape Alternative Hand Sketches for Council Mtg		8	8			45	40					\$ 9,525
Coordinate with Design Team on Landscaping Requirements		4	4				24					\$ 3,480
Participate on Artist Selection Committee							16					\$ 1,600
8. Signaling / Striping Plans												
Prepare Signaling / Striping Plans			8	16			12					\$ 3,620
Prepare Signaling / Striping Detail Sheets			4	16			16					\$ 3,440
9. Construction Traffic Control Plans												
Evaluate Construction Phasing Requirements		2	16									\$ 2,220
Prepare Construction Traffic Control Plans		2	8	32			32					\$ 7,180
Coordinate with CMV Staff		2	4									\$ 700
10. Calculate Roadway Quantities												
Calculate Roadway Quantities		2	16									\$ 2,220
11. Erosion and Sediment Control Plan / SWPPP												
Prepare Erosion / Sediment Control Plans			16			12	12					\$ 3,900
Prepare BMP Detail Sheets			8			12	12				4	\$ 2,840
Prepare SWPPP			8									\$ 1,160
12. Prepare Supplemental Specifications												
Prepare Supplemental Specifications		2	12		24							\$ 4,700

PHASE	TASK DESCRIPTION	QA/QC Manager		Project Engineer		Traffic Engineer		Senior Designer		Engineer/Designer		Drainage Engineer		Landscape Arch.		Public Involvement		Clerical	TOTAL	
		5163	9100	\$122.00	\$110.00	\$115.00	\$30.00	\$75.00	\$100.00	\$100.00	\$50.50	\$30.00	\$100.00	\$30.00	\$30.00					
	Prepare Contract 'Front End' Documents		4	8														4	\$1,100	
	Misc. Consultation with City																			\$500
13	Prepare Estimated Opinion of Probable Construction Cost		4	16																\$2,520
	Prepare Construction Cost Estimate																			
14	Internal QA/QC Review		8																	\$6,575
	75% Plan QA/QC Review	32																		
15	Assemble and Submit 75% Design Package to City for Review		2	16	8	12	8	12	8	10	8									\$7,200
	Incorporate QA/QC Comments into 75% Plans		2	8																\$2,180
	Assemble Plans and Specifications / Cost Estimate																			
16	Attend 75% Design Review Meeting with City		4																	\$600
	Prepare for Meeting		8	8																\$2,160
	Attend Meeting																			
	<b>FINAL DESIGN / P&amp;E SUBMITTAL</b>																			
17	Incorporate City Comments into Final P&E Plans		2	8																\$880
	Review / Assemble city Comments for Distribution to Team																			\$1,020
	Address Comments in Writing to City																			
18	Finalize Plans		2	16	12	12	16	16	16	16	24									\$12,650
	Finalize Construction Plans and Specifications																			
19	Update Quantities / Opinion of Probable Construction Cost																			
	Update Quantities		1	12																\$1,590
	Propose Final Opinion of Probable Cost		1	8																\$1,110
20	Prepare Final P&E Package / QC Review		2	16	16	16	16	16	16	16	8									\$5,845
	Assemble P&E Package																			\$1,880
	Assemble Resident Engineer File for Construction																			
21	Submit P&E Package to City and FHWA		4	8																\$1,760
	Assemble and Submit Final P&E Package to City and FHWA																			
22	Bidding Activities																			
	Address Contractor Questions / Phone Calls / Bid Addendums		8																	\$1,950
	Attend Pre-Bid Meeting																			\$1,200
		44	145	462	104	80	324	413	160	55	0	16								\$180,877
		\$7,392	\$21,750	\$95,440	\$11,240	\$9,200	\$28,160	\$30,975	\$16,000	\$6,720	\$0	\$800								\$188,877
<b>TOTAL PROPOSED FEE: \$188,877</b>																				

**Woodside Boulevard Reconstruction Project**  
 Phase II - Final Design  
 Hailey, Idaho  
 2/24/2011

TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drafter	Landscape Arch.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$100	\$150	\$150.00	\$110.00	\$45.00	\$90.00	\$75.00	\$100.00	\$120.00	\$100.00	\$50	\$50
<b>PHASE II - FINAL DESIGN</b>												
<b>DYKOWSIDE PAVEMENT OVERLAY SUBMITTAL PACKAGE</b>												
1. Prepare Utility Plans / Utility Plant Coordination			2			2						\$180
Final Coordination with Utility Companies												\$900
Prepare Utility Relocation Plans for Review by Utility Companies			2			4	4					\$900
Finalize Utility Plans			2			4	4					\$900
2. Drainage Design / Drainage Plans and Details												
Finalize Drainage Computations			2			4			4			\$1,080
Prepare 75% Drainage Plan Sheets		2	2			8	8		2			\$2,100
Prepare Drainage Detail Sheets			2			8	8		2			\$1,800
3. Roadway Plan and Profile Construction Plan Sheets												
Develop Final Plan and Profile Sheets	2	2	8		8	16	16					\$5,160
4. Prepare Intersection Details												
Calculate Intersection Grades		2	2			8						\$1,260
Prepare Intersection Plan and Detail Sheets (2 Sheets Annotated)			2			8	8					\$1,500
5. Driveway Approaches / Details												
Calculate / Design Driveway Grades		2	2			4						\$900
Prepare Driveway Approach Detail Sheets			2			4	8					\$1,200
6. Prepare Typical Sections												
Finalize Typical Roadway Sections			2			4	8					\$1,200
7. Signaling / Striping Plans												
Prepare Signaling / Striping Plans			2	4			8					\$1,280
Prepare Signaling / Striping Detail Sheets			2	4			8					\$1,280
8. Construction Traffic Control Plans												
Evaluate Construction Phasing Requirements	2		4									\$780
Prepare Construction Traffic Control Plans	2		4	4								\$2,120
Coordination with City Staff	1		1									\$270
9. Calculate Roadway Quantities												
Calculate Roadway Quantities	2		8									\$1,280
10. Erosion and Sediment Control Plan / SWPPP												
Prepare Erosion / Sediment Control Plans			4			8	8					\$1,800
Prepare BMP Detail Sheets			2			4	4					\$800
Prepare SWPPP			4								2	\$500
11. Prepare Supplemental Specifications												
Prepare Supplemental Specifications	2		4		4						2	\$1,340
Prepare Contract "Front End" Documents			4								2	\$500
Misc. Coordination with City			2									\$240

TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drafter	Landscapist/Arch.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$168	\$150	\$120.00	\$110.00	\$115.00	\$80.00	\$75.00	\$100.00	\$100.00	\$100.00	\$50	
<b>PHASE II - FINAL DESIGN</b>												
12. Prepare Estimated Opinion of Probable Construction Cost		2	4									\$760
Prepare Construction Cost estimate												
13. Internal QA/QC Review	8	2										\$1,044
75% plan QA/QC Review												
14. Assemble and Submit 75% Design Package to City for Review		2	4	2	2	2	8					\$2,010
Incorporate QA/QC Comments into 75% Plans		2	4		4							\$1,200
Assemble Plans and Specifications / Cost Estimate												
15. Attend 75% Design Review Meeting with City		2										\$300
Prepares for Meeting												\$0
Attend Meeting (Included in Scope Item "C")												
<b>FINAL DESIGN / PS&amp;E SUBMITTAL</b>												
18. Incorporate City Comments into Final PS&E Plans		2	4									\$240
Review / Assemble City Comments for Distribution to Team												\$780
Address Comments in Writing to City												
17. Finalize Plans		4	8	4	8	8	8	4				\$4,840
Finalize Construction Plans and Specifications												
18. Update Quantities / Opinion of Probable Construction Cost		1	4									\$630
Update Quantities		1	4									\$630
Prepare Final Opinion of Probable Cost												
19. Prepare Final PS&E Package / QC Review		2	4									\$2,688
Assemble PS&E Package						8	8	4				\$600
Assemble Resident Engineer File for Construction						4						
20. Submit PS&E Package to City and FHWA		1	4								2	\$730
Assemble and Submit Final PS&E Package to City and FHWA												
21. Bidding Assistance		8										\$860
Address Contractor Questions / Phone Calls / Bid Addendums												\$1,200
Attend Pre-Bid Meeting												
	12	45	174	18	25	108	128	8	8	0	8	\$49,738
	\$2,016	\$8,750	\$14,520	\$1,980	\$2,950	\$9,720	\$9,880	\$800	\$840	\$0	\$400	\$19,738
<b>TOTAL PROPOSED FEE:</b>												<b>\$49,736</b>

Woodside Boulevard Reconstruction Project  
 Phase II - Final Design  
 Halley, Idaho  
 2/24/2011

TASK DESCRIPTION	CR/CC	Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drainage Engineer	Landscape Arch.	Public Involvement	Clerical	TOTAL
<b>E. PUBLIC INVOLVEMENT</b>											
1. Public Involvement and Information Materials											
Prepare (2) Project Update Information Pieces (either mailed or door to door)		2							12		\$1,814
Coordinate Spanish Translation of PDCs									4		\$436
Provide Materials for City Website									2		\$219
Develop Email Messages to Stakeholders		2	2						5	2	\$1,297
Develop Post Card mailing									3	1	\$319
Develop and Remove Spanish Radio Messages									1	2	\$210
Draft News Release									2	1	\$284
<b>2. Communication with Stakeholders</b>											
On going availability to stakeholders									43		\$4,709
Preparation and attendance at PTA meeting		12	12						45		\$5,168
Email Updates and regular communications		6	6						16	6	\$3,672
Respond to Individual Stakeholder Email/Phone Comments		4	4						14	6	\$2,810
On going Coordination with Engineering Staff									12		\$1,314
On going Stakeholder Availability		2	2						12		\$1,854
Prepare Addressal Mailings		2	2						12		\$1,854
<b>3. Stakeholder Database</b>											
Update and maintain database of stakeholder contacts									24	6	\$2,926
Comment Mail & Prepare Documentation for EIS/EA Document		3							15	10	\$2,583
Generate Report of Stakeholder Contacts		1							2	3	\$519
Update and Maintain Database of Stakeholder Contacts		1							6	10	\$1,300
<b>4. Media Relations Support</b>											
Draft news releases (up to 4 total anticipated)		2							16		\$2,052
Public Involvement Documentation and Evaluation									12		\$1,614
Prepare overview of public involvement activities		2							4	4	\$836
Generate report of stakeholder contacts									12		\$1,314
Prepare assessment of public information activities											
Door to Door Visits											
Staff member to go door-to-door to inform public of Public Meeting		2							18		\$2,271
<b>7. Woodside Elementary PTA Meeting</b>											
Staff members to make presentation to PTA		10	10						16		\$4,452
City Staff Coordination and Communication									5	2	\$946
Prepare New Issues Paper & Public Involvement Schedule		2							8		\$1,234
Meeting Attendance - 3 City Council Meetings		6	24					12	14		\$1,533
Conference Calls									12		\$1,314
Facilitate and Support Team Communications											
Staff members to make presentation to PTA		10	10						16		\$4,452
		6	87	0	24	0	0	12	304	53	\$62,165
	\$1,008	\$13,050	\$9,540	\$0	\$2,580	\$0	\$0	\$1,200	\$19,059	\$2,650	\$89,185

TOTAL PROPOSED FEE - PUBLIC INVOLVEMENT: \$89,185

Woodside Boulevard Reconstruction Project  
 Phase II - Final Design  
 Halley, Idaho  
 2/24/2010

TASK DESCRIPTION	QA/QC	Project Manager	Project Engineer	Traffic Engineer	Senior Designer	Engineer/Designer	Drafter	Landscape Archt.	Drainage Engineer	Public Involvement	Clerical	TOTAL
	\$168	\$150	\$130.00	\$140.00	\$115.00	\$90.00	\$75.00	\$130.00	\$120.00	\$109.50	\$50	
<b>PHASE II - FINAL DESIGN</b>												
<b>1. PROJECT ADMINISTRATION</b>												
Program Meetings	20	36	38	10	20	20		10	10	20		\$22,970
Team Meetings (bi-weekly) - 18 meetings Total		30	30									\$8,100
Misc. Internal Program meetings	6				6	6		6		6	6	\$3,885
Kickoff Meeting												
<b>2. PROJECT MANAGEMENT and Coordination with City and FHWA</b>												
Prepare Weekly Updates for FHWA / Project Management		30	15								12	\$6,900
Bi-weekly phone calls with City		30	30								20	\$9,100
	26	125	111	10	25	26	0	16	10	26	20	\$49,225
	\$4,368	\$18,900	\$13,320	\$1,100	\$2,590	\$2,340	\$0	\$1,600	\$1,200	\$2,847	\$1,000	\$49,665
<b>TOTAL PROPOSED FEE:</b>											<b>\$49,665</b>	

**Woodside Boulevard Reconstruction Project**  
 Phase II - Final Design  
 Hailey, Idaho  
 11/10/2010

Task No.	Description/Scope of Services	Environmental Specialist		Wetlands/Wildlife Specialist		Mapping		Documents Specialist		Environmental Document Review		Total Hours	Total Cost
		\$	135.63	\$	90.65	\$	76.40	\$	57.00	\$	184.01		
<b>Phase II - Final Design</b>													
<b>G. Environmental Document</b>													
1	Environmental Document (CE) Preparation		50				5		8			63	\$ 7,619.50
2	Public Involvement Meetings (includes travel)		10									20	\$ 1,356.30
3	Project Team Meetings		12									12	\$ 1,627.56
4	Cultural Documents Search and Field Survey (includes travel)		20									20	\$ 2,712.60
5	Cultural Report Draft		15				2		2			19	\$ 2,301.25
6	Cultural Report Final		3									3	\$ 409.98
7	Cultural/Paleontology Correspondence		8									8	\$ 1,085.04
8	Wildlife Survey (includes travel)		2		8							10	\$ 996.46
9	Wildlife Report Draft		1		10		8		8			27	\$ 2,109.33
10	Wildlife Report Final		1		2							3	\$ 316.93
11	Wildlife Correspondence		2		8							10	\$ 996.46
12	Wetland Survey (includes travel)		2		10							12	\$ 1,177.76
13	Wetland Report/Delineation Draft		1		2		8		8			19	\$ 1,384.13
14	Wetland Report/Delineation Final		1		2							3	\$ 316.93
15	Environmental Document Internal QC		1						4			9	\$ 1,099.67
16	Environmental Document Draft Review (with FHWA)		1									1	\$ 135.63
17	Finalize Document		5									5	\$ 676.15
18	Construction Permitting		6									8	\$ 995.08
	<b>Total Hours</b>		<b>141</b>		<b>44</b>		<b>23</b>		<b>30</b>		<b>4</b>	<b>262</b>	
	<b>Labor Costs</b>		<b>\$ 19,123.83</b>		<b>\$ 3,988.60</b>		<b>\$ 1,757.20</b>		<b>\$ 1,710.00</b>		<b>\$ 735.04</b>		<b>\$ 27,315.67</b>
<b>Direct Costs</b>													
	Travel and expenses 4 trips @ 400		\$ 1,600.00										
	Misc (Printing to other agencies; cultural/paleo documents search fees)		\$ 200.00										
	<b>Total</b>		<b>\$ 1,800.00</b>										
												<b>GRAND TOTAL \$ 29,115.67</b>	

\*Direct Expenses rolled into Project Direct Costs on Summary Sheet

**ATTACHMENT 3  
STAFFING PLAN**

4/20/2011

NAME	Firm Name	TITLE	Rate of Pay (Current actual pay rate)	Rate Variance ** (3% increase)	Rate on Cost Proposal (includes our standard multiplier of 3.30)
Brian Smith	J-U-B Engineers, Inc.	QC/QA	\$54.22	\$55.85	\$184.31
Lori Labrum	J-U-B Engineers, Inc.	Project Manager	\$48.19	\$49.64	\$163.81
Timothy Blair	J-U-B Engineers, Inc.	Project Engineer	\$37.96	\$39.10	\$129.03
Imanuel Aswandi	J-U-B Engineers, Inc.	Traffic Engineer	\$25.48	\$26.24	\$86.59
Lindsey Jones	J-U-B Engineers, Inc.	Senior Designer	\$30.27	\$31.18	\$102.89
Daniel Tuttle	J-U-B Engineers, Inc.	Engineer/Designer	\$25.67	\$26.44	\$87.25
Shawn Dulin	J-U-B Engineers, Inc.	Drafter	\$26.09	\$26.87	\$88.67
Bronson Tatton	J-U-B Engineers, Inc.	Landscape Arch.	\$25.05	\$25.80	\$85.14
Darla Christensen	J-U-B Engineers, Inc.	Public Involvement	\$34.36	\$35.39	\$116.79
Bryant Kuechle	J-U-B Engineers, Inc.	Public Involvement	\$37.32	\$38.44	\$126.85
Chuck Easton	J-U-B Engineers, Inc.	Environmental Specialist	\$41.10	\$42.33	\$139.69
Vince Barhles	J-U-B Engineers, Inc.	Wetlands/Wildlife Specialist	\$31.32	\$32.26	\$106.46
Christine Larson	J-U-B Engineers, Inc.	Documents Specialist	\$18.25	\$18.80	\$62.04
Mike Worrall	J-U-B Engineers, Inc.	Environmental Document Review	\$58.83	\$60.59	\$199.95

\*\* Rate Variance is for cost-of-living and performance salary increases due to work being performed in multiple years.

AGENDA ITEM SUMMARY

DATE: 11/22/10 DEPARTMENT: PW - Grant DEPT. HEAD SIGNATURE: 

**SUBJECT:** Motion to authorize J-U-B Engineers to proceed with the work necessary to complete the Categorical Exclusion Environmental Document for the Woodside Blvd TIGER II Project at a not-to-exceed contract addition of \$30,200.71 and authorize the Mayor to sign additional contract documents.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

With the award of the grant and a project schedule of beginning construction in 2011 there is an immediate need to satisfy the environmental documentation of the project site and obtain approval from the Federal Highway Administration.

**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:

The initial engineering costs are being paid from the Capital Fund as our match to the project.

**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 11/22/2011  
*pulled by attorney for further staff work. was later included in Phase II contract, aka Charge Order #1 to October 15, 2010 Contract.*  
City Clerk \_\_\_\_\_

**FOLLOW-UP:**  
\*Ord./Res./Agmt./Order Originals: Record \*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (all info.): \_\_\_\_\_ Copies (AIS only) \_\_\_\_\_  
Instrument # \_\_\_\_\_ Draft 12-30-03



J-U-B ENGINEERS, INC.

City of Hailey Project Manager: Tom Hellen  
J-U-B Project Manager: Lori Labrum  
Project #: 83-10-043  
Project Name: Woodside Blvd Reconstruction Project  
Project Location: Hailey, Idaho  
Project Description: Intersection Improvement Project  
Agency: City of Hailey

## Environmental Document Work Plan

The following task items are anticipated and proposed to be completed for the Categorical Exclusion Document for Woodside Blvd.

### **Task 01 Environmental Document Preparation**

Identify and obtain all information pertaining to the environmental resources within the project area. This includes drafting the Purpose and Need, description, right-of-way estimates, cultural clearances and paleontological clearances, wildlife and water resources information and correspondence, air quality, in addition to other resources. Prepare all supporting documentation as attachments to the environmental document. This task includes an EIS update letter for the improvements at SH 75/Woodside Blvd, including correspondence with both ITD and FHWA.  
Deliverables: Draft Environmental Document (Categorical Exclusion)

### **Task 02 Public Involvement Meetings**

Provide environmental support by attending two "citizen informational meetings" for the project's public involvement effort. Collaborate with the public involvement team for the necessary documentation needed in the environmental document. Review and comment on reports. Includes travel time.  
Deliverables: Public Involvement Report for Environmental Document

### **Task 03 Project Team Meetings**

Attend 6 bi-weekly project team meetings through the environmental document phase.

### **Task 04 Cultural Documents Search and Field Survey**

Obtain mandatory data on previously recorded archaeological sites within one mile of the project area at the Idaho State Preservation Office (SHPO) in Boise, Idaho. Perform an archaeological survey of the project area to inventory cultural resources in the Area of Potential Effect (APE). Photograph and document at least one known



J·U·B ENGINEERS, INC.

historic railroad grade/rail trail in the project area. Includes travel time to Boise and Hailey.

**Task 05 Cultural Report Draft**

Prepare a draft report which includes the historical context of the project area, results of the documents search and field survey and recommendations on eligibility of any known cultural resources and the project's effect on those resources. Map previously recorded sites in the area and any new sites recorded during the field survey. Coordinate with the ITD cultural staff and SHPO for document review.  
Deliverables: Draft Cultural Report

**Task 06 Cultural Report Final**

Revise the cultural report according to ITD comments  
Deliverables: Final Cultural Report

**Task 07 Cultural/Paleontology Correspondence**

Draft a Native American Consultation Letter for ITD review and FHWA signature; includes draft and final copies. Coordination with Idaho Geological Survey for potential paleontological resources and file search  
Deliverables: Native American Consultation Letter, Paleontology file search results

**Task 08 Wildlife Survey**

Review species lists to determine potential Threatened and Endangered Species, Candidate Species, Species of Interest, State-listed Sensitive Species, big game and migratory species within the project area of effect. Survey project area for evidence of listed (or other) species of interest. Includes photography and onsite mapping.

**Task 09 Wildlife Survey Report Draft**

Prepare the draft report of the species located within the project area, the findings of the species lists, and the project's potential effect. Includes mapping, photography and production costs.  
Deliverables: Draft Wildlife Survey Report

**Task 10 Wildlife Survey Report Final**

Revise the wildlife report according to agency comments.  
Deliverables: Final Wildlife Survey Report

**Task 11 Wildlife Correspondence**

Coordinate with US Fish and Wildlife Service, State Division of Wildlife Resources, ITD, on project's effect to wildlife resources.



J-U-B ENGINEERS, INC.

**Task 12 Wetland Survey**

Survey the project area for waterways and wetlands, including Hiawatha Canal and associated ditches or wet areas. Soil and vegetation testing for quality of wetlands (if present in project area) and high-water mark.

**Task 13 Wetland Report/Delineation Draft**

Prepare draft report of the wetlands and waterways, and findings of wetland and water resources survey. Includes mapping, photography and production costs.  
Deliverables: Draft Wetland Report/Delineation

**Task 14 Wetland Report Final**

Revise the wetland report/delineation according to agency comments and submit final document.  
Deliverables: Final Wetland Report/Delineation

**Task 15 Environmental Document Internal QC**

Submit the completed draft environmental document, supporting documentation, and mapping to J-U-B Environmental Services Manager for review and comment. Revise document according to J-U-B QC standards.  
Deliverables: Draft Environmental Document

**Task 16 Environmental Document Draft Review (with FHWA)**

Coordinate with ITD and FHWA the process for draft environmental document submittal. Submit the completed draft environmental document to ITD/FHWA for review and comment.  
Deliverables: Draft Environmental Document

**Task 17 Finalize Document**

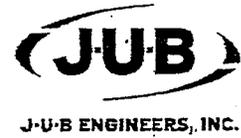
Revise the environmental document according to agency comments and submit final document.  
Deliverables: Final Environmental Document

**Task 18 Construction Permitting with Army Corps of Engineers**

Army Corps of Engineers construction permitting to fill or add culvert length to waterways and/or wetlands, if necessary. Coordinate with permitting agencies such as Army Corps of Engineers or Division of Water Rights on needed permits and process necessary for filing permits with agencies. This task includes preparation and filing of the Joint Application.  
Deliverables: Joint Application

**Direct Expenses**

Travel Expenses include a total of 4 trips to Idaho: one trip to Boise for SHPO file search; two trips to Hailey (one for cultural resources staff, one for wildlife/water staff) for Cultural, Wildlife, and Water resources surveys; and one trip for the



environmental specialist to attend citizen information meetings to be included in environmental document.

Misc/Printing and Fees

Agency consultation with SHPO, Geologic Survey and potentially others requires fees for time, usage of files, and copying.



J-U-B ENGINEERS, INC.

Environmental Services Estimated Opinion of Fees  
**Woodside Boulevard, Hailey Idaho**  
 Prepared by Chuck Easton for Lori Labrum, J-U-B Engineers, Inc.  
 11/10/2010

Task No.	Description/Scope of Services	Environmental Specialist (CE)	Wetlands/Wildlife Specialist (WB)	Mapping (MH)	Documents Specialist (MS)	Environmental Document Review (MR)	Total Hours	Total Cost
1	Environmental Document (CE) Preparation	58		5	8		71	\$ 8,704.54
2	Public Involvement Meetings (includes travel)	10					20	\$ 1,356.30
3	Project Team Meetings	12					12	\$ 1,627.56
4	Cultural Documents Search and Field Survey (includes travel)	20					20	\$ 2,712.60
5	Cultural Report Draft	15		2	2		19	\$ 2,301.25
6	Cultural Report Final	3					3	\$ 406.89
7	Cultural/Paleontology Correspondence	8					8	\$ 1,085.04
8	Wildlife Survey (includes travel)	2	8				10	\$ 996.46
9	Wildlife Report Draft	1	10	8	8		27	\$ 2,109.33
10	Wildlife Report Final	1	2				3	\$ 316.93
11	Wildlife Correspondence	2	8				10	\$ 996.46
12	Wetland Survey (includes travel)	2	10				12	\$ 1,177.76
13	Wetland Report/Delineation Draft	1	2	8	8		19	\$ 1,384.13
14	Wetland Report/Delineation Final	1	2				3	\$ 316.93
15	Environmental Document Internal QC	1			4	4	9	\$ 1,099.67
16	Environmental Document Draft Review (with FHWA)	1					1	\$ 135.63
17	Finalize Document	5					5	\$ 678.15
18	Construction Permitting	6	2				8	\$ 995.08
<b>Total</b>		<b>149</b>	<b>44</b>	<b>23</b>	<b>30</b>	<b>4</b>	<b>260</b>	<b>\$ 28,400.71</b>
<b>Direct Costs</b>								
Travel and expenses 4 trips @ 400								\$ 1,600.00
Misc (Printing to other agencies; cultural/paleo documents search fees)								\$ 200.00
<b>Total</b>								<b>\$ 1,800.00</b>
<b>GRAND TOTAL</b>							<b>\$</b>	<b>30,200.71</b>

Hourly Billing Rate 135.63 90.65 76.40 57.00 184.01  
 Project Team Member CEaston VBarthels JHanson CLarson MWorrall

AGENDA ITEM SUMMARY

DATE: 11/29/10 DEPARTMENT: DEPT. HEAD SIGNATURE: Mary Cone

**SUBJECT:** Motion to ratify signature on J-U-B Engineers agreement for Woodside Reconstruction Project for a not to exceed amount \$178,234 and authorize the mayor to sign with approval from city attorney (previously approved dollar amount in 10/11/10 meeting)

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
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:

Motion to ratify mayor's signature after confirming city attorney review and approval.

FOLLOW-UP REMARKS:

\*  
11/29 - council ratified signature



# J-U-B ENGINEERS, Inc. AGREEMENT FOR PROFESSIONAL SERVICES

J-U-B Project No.: 83-10-043  
J-U-B Project Manager: Lori Labrum

This Agreement entered into and effective this 15 day of October 2010, between City of Hailey, Idaho at 115 Main Street South, Suite H, Hailey, Idaho 83333, hereinafter referred to as the "CLIENT" and J-U-B ENGINEERS, Inc., an Idaho corporation, hereinafter referred to as "J-U-B".

### WITNESSETH:

WHEREAS the CLIENT intends to: Provide Preliminary Engineering Services for the Woodside Blvd Reconstruction Project hereinafter referred to as the "Project". The Services to be performed by J-U-B are hereinafter referred to as the "Services."

NOW, THEREFORE, the CLIENT and J-U-B, in consideration of their mutual covenants herein, agree as set forth below:

### MUTUAL RESPONSIBILITIES

This Agreement is based upon a mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, the CLIENT and J-U-B, with a positive commitment to honesty and integrity, agree that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the Agreement.

### CLIENT INFORMATION AND RESPONSIBILITIES

The CLIENT will provide to J-U-B all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards, rules and laws which CLIENT or others will require to be included in the drawings and specifications upon which J-U-B can rely for completeness and accuracy.

The CLIENT will furnish to J-U-B all data, documents, and other items in CLIENT's possession, or reasonably obtainable by CLIENT, including, without limitation: 1) borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment, 2) appropriate professional interpretations of all of the foregoing, 3) environmental assessment and impact statements, 4) surveys of record, property descriptions, zoning, deeds and other land use restrictions, rules and laws, and 5) other special data or consultations, all of which J-U-B may use and rely upon in performing Services under this Agreement.

The CLIENT will obtain, arrange and pay for all advertisements for bids, permits and licenses, and similar fees and charges required by authorities, and provide all land, easements, rights-of-ways and access necessary for J-U-B's Services and the Project.

In addition, the CLIENT will furnish to J-U-B: N/A

### PROJECT REPRESENTATIVES

The CLIENT and J-U-B hereby designate their authorized representatives to act on their behalf with respect to the Services and responsibilities under this Agreement. The following designated representatives are authorized to receive notices, transmit information and make decisions regarding the Project and Services on behalf of their respective parties, except as expressly limited herein. These representatives are not authorized to alter or modify the TERMS AND CONDITIONS of this Agreement.

#### For the CLIENT:

1. Name	<u>Tom Hellen</u>	Work telephone	<u>208-788-9830 x14</u>
Address	<u>115 Main Street South, Suite H</u>	Home/cell phone	<u></u>
	<u>Hailey, Idaho 83333</u>	FAX telephone	<u>208-788-2924</u>
	<u></u>	E-mail address	<u>Tom.Hellen@haileycityhall.org</u>

#### For J-U-B:

1. Name	<u>Lori Labrum</u>	Work telephone	<u>801-886-9052</u>
Address	<u>2875 South Decker Lake Drive, Suite 575</u>	Cell phone	<u>801-214-4379</u>
	<u>Salt Lake City, Utah 84119</u>	FAX telephone	<u>801-886-9123</u>
	<u></u>	E-mail address	<u>LLabrum@jub.com</u>

In the event any changes are made to the authorized representatives or other information listed above, the CLIENT and J-U-B agree to furnish each other timely, written notice of such changes.

**SERVICES TO BE PERFORMED BY J-U-B ("Services")**

J-U-B will perform the Services described as follows (or as described in Attachment 1, if provided): Preliminary engineering services for the Woodside Blvd Reconstruction project in Hailey, Idaho. The project generally consists of:  
Developing 30% preliminary plans for the entire Woodside Blvd corridor, public involvement, topographic survey, and 50% preliminary design for a proposed roundabout at Fox Acres Road/Woodside Blvd intersection. See the attachment 1 for the Work Plan details.

J-U-B assumes no responsibility to perform work not listed as Services.

**SCHEDULE OF SERVICES TO BE PERFORMED**

J-U-B will perform said Services as follows (or as described in Attachment 1, if provided): Phase I scope of services to be completed by February 22, 2011.

This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the CLIENT or for delays or other causes beyond J-U-B's control.

**BASIS OF FEE**

The CLIENT will pay J-U-B for their Services and reimbursable expenses as follows (or as described in Attachment 1, if provided): Time and Materials Not to Exceed \$178,234.

Yes *Management Reserve Fund.* If "YES", the CLIENT will establish a management reserve fund of \$\_\_\_\_\_ to provide the CLIENT's Authorized Representative the flexibility of authorizing additional funds to the Agreement for allowable unforeseen costs or paying J-U-B for Additional Services beyond those defined in this Agreement.  
 No

Yes *Retainer.* If "YES", the CLIENT will pay J-U-B a retainer of \$\_\_\_\_\_ prior to the Notice to Proceed. The retainer will be applied to the final billing(s) at the completion of the Services rendered under the Agreement.  
 No

Other work that J-U-B performs, which is not defined as Services at the request or acquiescence or knowledge of the CLIENT, is "Additional Services". Unless otherwise agreed, the CLIENT will pay J-U-B for Additional Services on a time and materials basis.

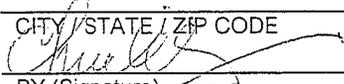
File Folder Title: Woodside Blvd Reconstruction - Preliminary Design Phase I

Remarks: \_\_\_\_\_

**The Notice to Proceed, by the CLIENT, verbal or written, or execution of the Agreement shall constitute acceptance of this Agreement. THE TERMS AND CONDITIONS ON PAGES 3 AND 4, INCLUDING RISK ALLOCATION, ARE PART OF THIS AGREEMENT. THE CLIENT AGREES TO SAID TERMS AND CONDITIONS FOR ALL SERVICES AND ADDITIONAL SERVICES. Special Provisions that modify these TERMS AND CONDITIONS, if any, are included in Attachment 2.**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written. These parties represent and acknowledge that they have authority to execute this Agreement.

CLIENT:  
City of Hailey  
\_\_\_\_\_  
NAME  
115 Main Street, Suite H  
\_\_\_\_\_  
STREET  
Hailey, Idaho 83333  
\_\_\_\_\_  
CITY / STATE / ZIP CODE  
\_\_\_\_\_  
BY (Signature)  
Tom Hellen/Public Works Director  
\_\_\_\_\_  
NAME / TITLE  
Rick Davis  
\_\_\_\_\_  
BY (Signature)  
RICK DAVIS / MAYOR  
\_\_\_\_\_  
ADDITIONAL NAME / TITLE

J-U-B ENGINEERS, Inc.:  
2875 South Decker Lake Drive, Suite 575  
\_\_\_\_\_  
STREET  
Salt Lake City, Utah 84119  
\_\_\_\_\_  
CITY / STATE / ZIP CODE  
  
\_\_\_\_\_  
BY (Signature)  
Chuck Larson/Vice President  
\_\_\_\_\_  
NAME / TITLE

*Applicable Attachments or Exhibits to this Agreement are indicated as marked.*

- Attachment 1 – Scope of Services and/or Schedule and/or Basis of Fee
- Attachment 2 – Special Provisions
- Standard Exhibit A – Electronic Documents Reuse Provisions
- Standard Exhibit B – Construction Phase Services

DISTRIBUTION: Accounting; Project File; CLIENT

REV: 1/09

## GENERAL

J-U-B shall provide for the CLIENT the Services as set forth herein. The Services will be performed in accordance with the care and skill ordinarily used by members of the subject profession practicing under like circumstances at the same time and in the same locality. **J-U-B MAKES NO WARRANTY EITHER EXPRESSED OR IMPLIED ON BEHALF OF IT OR OTHERS.** The CLIENT acknowledges and agrees that requirements governing the Project may be ambiguous and otherwise subject to various and possibly contradictory interpretations; and, J-U-B is, therefore, only responsible to use its reasonable professional efforts and judgment to interpret such requirements.

J-U-B shall not be responsible for acts or omissions of any other party involved in the Project, including but not limited to the following: the failure of a third party to follow J-U-B's recommendations; the means, methods, techniques, sequences or procedures of construction; safety programs and precautions selected by third parties; compliance by CLIENT or third parties with laws, rules, regulations, ordinances, codes, orders or authority; and any contact or action of the CLIENT or others with third parties. CLIENT, therefore, indemnifies and holds J-U-B harmless from the actions and omissions of CLIENT and third parties involved in the Project.

J-U-B shall not be required to sign any documents, no matter by whom requested, that would result in J-U-B's having to certify, guarantee or warrant the existence of conditions whose existence J-U-B cannot ascertain. The CLIENT also agrees not to make resolution of any dispute with J-U-B or payment of any amount due to J-U-B in any way contingent upon J-U-B signing any such certification.

CLIENT acknowledges that in soil investigation work and in determining subsurface conditions for the Project, the characteristics may vary greatly between successive test points and sample intervals.

Resetting of survey and/or construction stakes shall constitute Additional Services.

Any sales tax or other tax on the Services rendered under this Agreement shall be paid by the CLIENT.

## REUSE OF DOCUMENTS

Documents that may be relied upon by CLIENT as instruments of service under this Agreement are limited to the printed copies (also known as hard copies) that are signed or sealed by J-U-B. All printed materials, any magnetic media, or other communication or information formats ("Documents") that may be prepared or furnished by J-U-B pursuant to this Agreement are instruments of service with respect to the Project and shall remain the property of J-U-B whether or not the Project is completed. Although CLIENT may make and retain copies of Documents for information and reference in connection with use on the Project by CLIENT, J-U-B shall retain all common law, statutory and other reserved rights, including the copyright thereto, and the same shall not be reused without J-U-B's written consent. Any reuse without written consent by J-U-B, or without verification or adoption by J-U-B for the specific purpose intended by the reuse, will be at CLIENT's sole risk and without liability or legal exposure to J-U-B. The CLIENT shall indemnify and hold J-U-B harmless from any claims, damages, losses and expenses arising out of or resulting from such reuse. Files in electronic media format of text, data, graphics, or of other types that are otherwise furnished by J-U-B to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

If submittal of electronic files are included as part of the Project, the requirements of **Standard Exhibit A - Electronic Documents Reuse Provisions** apply to this Agreement.

## CONSTRUCTION PHASE SERVICES

It is understood and agreed that J-U-B does not have control over, and neither the professional activities of J-U-B nor the presence of J-U-B at the Project Site shall give J-U-B control over contractor(s) work; nor, shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s) furnishing and performing their work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s), nor assume responsibility of contractor(s) failure to furnish and perform their work in accordance with the Contract Documents.

The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the CLIENT's contract with the general contractor. The CLIENT also agrees that the CLIENT, J-U-B and J-U-B's subconsultants shall be indemnified by the general contractor in the event of general contractor's failure to assure jobsite safety and shall be made additional insureds under the general contractor's policies of general liability insurance.

If Construction Phase Services are included as part of the Project, the requirements of **Standard Exhibit B - Construction Phase Services** apply to this Agreement.

## OPINIONS OF COST

Since J-U-B has no control over the cost of labor, materials, equipment or Services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, J-U-B's opinions of probable total Project costs and construction, if any, are to be made on the basis of J-U-B's experience and qualifications, and represent J-U-B's best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but J-U-B cannot and does not guarantee that proposals, bids or actual total Project or construction costs will not vary from opinions of probable cost prepared by J-U-B. If the CLIENT wishes assurance as to total Project or construction costs, CLIENT shall employ an independent cost estimator. J-U-B's Services to modify the Project to bring the construction costs within any limitation established by the CLIENT will be considered Additional Services and paid for as such by the CLIENT.

## TIMES OF PAYMENTS

J-U-B shall submit monthly statements for Services rendered and for expenses incurred, which statements are due on presentation. CLIENT shall make prompt monthly payments. If CLIENT fails to make any payment in full within thirty (30) days after receipt of J-U-B's statement, the amounts due J-U-B will accrue interest at the rate of 1% per month from said thirtieth day. If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, J-U-B may suspend performance of Services upon five (5) days' notice to the CLIENT. J-U-B shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension caused by any breach of the Agreement by the CLIENT. Upon cure of breach or payment in full by the CLIENT within thirty (30) days of the date breach occurred or payment is due, J-U-B shall resume Services under the Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension, plus any other reasonable time and expense necessary for J-U-B to resume performance. If the CLIENT fails to make payment as provided herein and cure any other breach of this Agreement within thirty (30) days after suspension of Services, such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by J-U-B.

## TERMINATION

The obligation to provide further Services under the Agreement may be terminated by either party upon thirty (30) days' written notice. If this Agreement is terminated by either party, J-U-B will be paid for Services and Additional Services rendered and for expenses incurred. If the Agreement is terminated by the CLIENT for reasons other than J-U-B's material breach of this Agreement, or is terminated by J-U-B for CLIENT's material breach of this Agreement, J-U-B shall be paid, in addition to any other remedies at law or equity, an allowance as determined by J-U-B,

including, but not limited to: the cost and expense J-U-B incurs in withdrawing its labor and resources from the Project, obtaining and engaging in a new Project with the labor and resources withdrawn from the Project, and the lost profit on the remainder of the work.

#### **RISK ALLOCATION**

The CLIENT is aware of the risks, rewards, and benefits of the Project and J-U-B's Basis of Fee for Services. The risks are hereby allocated such that the CLIENT agrees that, to the fullest extent permitted by law, the total combined liability of J-U-B, its officers, employees, successors, partners, heirs and assigns to the CLIENT, for professional errors or omissions, directly or through third parties, for all injuries, claims, expenses, costs, fees, and legal fees, damages or claims of expenses arising out of this Agreement from any cause, shall not exceed the amount of J-U-B's fees paid on this Agreement. Such causes include, but are not limited to, J-U-B's negligence, errors, omissions, strict liability, and breach of this Agreement. In no event shall J-U-B be liable for any incidental, indirect or consequential damages.

J-U-B's liability for any cause or claim other than for professional errors or omissions, including, but not limited to, negligence, strict liability, or breach of contract or warranty, express or implied, shall not exceed the total insurance proceeds (excluding fees, costs and expenses of investigation, claims adjustment, defense and appeal) paid on behalf of or to J-U-B by J-U-B's insurers in settlement or satisfaction of such causes or claim under the terms and conditions of J-U-B's insurance policies applicable thereto.

The CLIENT agrees that J-U-B is not responsible for damages arising directly or indirectly from any delays for causes beyond J-U-B's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency or other third party to act in a timely manner; failure of performance by the CLIENT or the CLIENT's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by J-U-B to perform its Services in an orderly and efficient manner, J-U-B shall be entitled to an equitable adjustment in schedule and compensation. To the extent allowed by law, CLIENT may not recover for economic loss from J-U-B through third parties.

#### **HAZARDOUS WASTE, ASBESTOS, AND TOXIC MATERIALS**

The CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless J-U-B, its officers, employees, successors, partners, heirs and assigns (collectively, J-U-B) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project Site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of J-U-B.

#### **RIGHT OF ENTRY**

The CLIENT shall provide for J-U-B's right to enter the property owned by the CLIENT and others in order for J-U-B to fulfill the Services to be performed hereunder. The CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless J-U-B, its officers, employees, successors, partners, heirs and assigns (collectively, J-U-B) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or investigative activities or connected in any way with the Project, Services, or discovery of hazardous materials or suspected hazardous materials on the property.

#### **MEDIATION BEFORE LITIGATION**

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the CLIENT and J-U-B agree that all disputes between them arising out of or relating to this Agreement, the Project, or the Services, except for the payment of J-U-B's fees, shall be submitted to nonbinding mediation as a condition precedent to litigation unless the parties mutually agree otherwise. The CLIENT further agrees to include a similar mediation provision in all agreements with independent contractors and consultants on the Project, and also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators on the Project, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

#### **LEGAL FEES**

In the event of any action brought by J-U-B to enforce the payment provisions of the Agreement, the prevailing party shall be entitled to such reasonable amounts for fees, costs and expenses including attorney's fees as may be set by a court.

#### **SURVIVAL**

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

#### **EXTENT OF AGREEMENT**

This Agreement represents the entire and integrated agreement between the CLIENT and J-U-B and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both CLIENT and J-U-B.

#### **SUCCESSORS AND ASSIGNS**

CLIENT and J-U-B and their partners, successors to this Agreement, executors, administrators and legal representatives of such other party, each is hereby bound in respect to all the covenants, agreements and obligations of this Agreement. Neither CLIENT nor J-U-B may assign, sublet, or transfer any rights under or interest (including, without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against J-U-B. J-U-B's Services under this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against J-U-B because of this Agreement or the performance or nonperformance of Services hereunder. In the event of such third party claim, CLIENT agrees to indemnify and hold J-U-B harmless from the same. The CLIENT agrees to require a similar provision in all contracts with contractors, subcontractors, consultants, vendors and other entities involved in the Project to carry out the intent of this provision to make express to third parties that they are not third party beneficiaries.

#### **CONTROLLING LAW, JURISDICTION, AND VENUE**

This Agreement is to be governed by the laws of the state in which the Project is primarily located. Any action or proceeding arising from or in connection with this Agreement shall be subject to the exclusive jurisdiction of said state.



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ENGINEERS • SURVEYORS • PLANNERS

**J-U-B ENGINEERS, Inc.  
AGREEMENT FOR PROFESSIONAL SERVICES**

**Attachment 1 – Scope of Services and / or Schedule and / or Basis of Fee**

The Agreement for Professional Services is amended and supplemented to include the following provisions regarding the Scope of Services, and/or Schedule of Services, and/or the Basis of Fee:

For the purposes of this attachment, 'Agreement for Professional Services' and 'the Agreement' shall refer to the document entitled 'Agreement for Professional Services,' executed between J-U-B and CLIENT to which this exhibit and any other exhibits have been attached.

**SCOPE OF SERVICES**

J-U-B's Services under this Agreement are limited to the following:

Preliminary Engineering Services for the Woodside Blvd Reconstruction Project. See attached Executive Summary of Work Plan for details.

**SCHEDULE OF SERVICES**

Predicated upon timely receipt of CLIENT-provided information, typical review periods, and active direction during work, J-U-B anticipates the following schedule for the Services listed:

Completion on or before February 22, 2011

**BASIS OF FEE**

J-U-B's Basis of Fee for the Services listed in the Agreement is as follows:

Time and Materials Not to Exceed \$178,234.00. See attached Cost Estimate dated 10/8/2010.



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City of Hailey Project Manager: Tom Hellen  
J-U-B Project Manager: Lori Labrum  
Project #: 83-10-043  
Project Name: Woodside Blvd Reconstruction Project  
Project Location: Hailey, Idaho  
Project Description: Intersection Improvement Project  
Agency: City of Hailey  
Date: October 8, 2010

## 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

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:

- 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.



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## 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. 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.



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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 existing utilities map. Existing utilities identified from as-built and field topographic survey will be included in the project base map. See the Benchmark Work Plan (Attached).

Deliverables:

- Develop Base Maps for Preliminary Design



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- 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. This scope assumes a total of three stakeholder meetings. 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



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- 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
- 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



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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. 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.



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**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

**12. 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

**13. 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



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- Preliminary 30% Scroll Plot

#### **14. 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)

#### **15. 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 and 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

#### **16. 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

**17. 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.

Deliverables:

- Preliminary Design Report

**18. 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

**19. 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

J-U-B ENGINEERS, Inc.  
AGREEMENT FOR PROFESSIONAL SERVICES

Attachment 2 – Special Provisions

The TERMS AND CONDITIONS of the Agreement for Professional Services are amended to include the following Special Provisions:

For the purposes of this attachment, 'Agreement for Professional Services' and 'the Agreement' shall refer to the document entitled 'Agreement for Professional Services,' executed between J-U-B and CLIENT to which this exhibit and any other exhibits have been attached.

**SPECIAL PROVISIONS**

1. Delete paragraph 2 under RISK ALLOCATION page 4 of 4 on Agreement for Professional Services.

2. Replace "J-U-B's fees paid on this Agreement." in second sentence of paragraph 1, page 4 of 4, under RISK ALLOCATION, and replace with \$1,000,000.

3. Delete "LEGAL FEE" paragraph on page 4 of 4 and replace with the following:  
ATTORNEY'S FEES.

If a suit, action, or other proceeding arising out of or related to this Agreement is instituted by any party to this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees, expert witness fees, and costs (i) incurred in any settlement negotiations, (ii) incurred in preparing for, prosecuting or defending any suit, action, or other proceeding, and (iii) incurred in preparing for, prosecuting or defending any appeal of any suit, action, or other proceeding. For the purpose of this section, "attorney fees" shall mean and include (i) attorney fees and (ii) paralegal fees. This section shall survive and remain enforceable notwithstanding any rescission of this Agreement or a determination by a court of competent jurisdiction that all or any portion of the remainder of this Agreement is void, illegal, or against public policy.



J-U-B ENGINEERS, Inc.  
AGREEMENT FOR PROFESSIONAL SERVICES

Standard Exhibit A – Electronic Documents Reuse Provisions

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties with respect to electronic documents reuse.

For the purposes of this exhibit, 'Agreement for Professional Services' and 'the Agreement' shall refer to the document entitled 'Agreement for Professional Services,' executed between J-U-B and CLIENT to which this exhibit and any other exhibits have been attached.

For the purposes of this exhibit, 'Media' are the instruments on which Electronic Documents are stored and transferred.

For the purposes of this exhibit, 'Electronic Documents' are files in electronic format including text, data, graphics, or other types of electronic information provided as part of the Agreement.

ELECTRONIC DOCUMENTS DESCRIPTION

The following Electronic Documents will be delivered to the CLIENT as instruments of service under the Agreement:

Project Name and J-U-B Project Number: Woodside Blvd Reconstruction Project - 83-10-043  
Electronic Document(s) Description: Documents, Reports, Preliminary Drawings  
File Type (pdf, jpg, doc, xls, dwg, etc.): pdf, jpg, doc, xls, dgn  
Media (cd, email, web, etc): cd, email, web

REUSE PROVISIONS

1. *Reuse License.* CLIENT acknowledges and agrees that J-U-B owns all rights, title and interest in the information in the Media (except to the extent that third party ownership is identified), and all proprietary and intellectual rights in and to such information, including without limitation, copyright and trade secret rights. J-U-B grants to CLIENT a nonexclusive, non-transferable license to use Media in compliance with the terms and conditions of this Agreement. Further, CLIENT is not granted any rights in connection with any trademarks or service marks of J-U-B, any of its suppliers, or any third parties whose components are offered in conjunction with or as a component of the Media.
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AGENDA ITEM SUMMARY

DATE: 10/24/11 DEPARTMENT: Administrative

DEPT. HEAD SIGNATURE: HD

SUBJECT:

Discussion of Fund Balance Policies for management of General Operating and Capital Fund balances

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The following policy statement is incorporated into Hailey's Annual Financial Report, Management Analyses, approved each year by the Hailey City Council:

“The city manages its general fund cash such that a minimum fund balance of 10% of budget is needed to meet its obligations throughout the year, particularly in the first quarter of each year. Expenses will continue to be budgeted moderately as the fund balance target is increased to 20% of budget to create emergency contingencies within the general fund.”

Hailey's general fund balance-to-budget ratio in the past several years has increased in the following manner:

<u>OPERATING BUDGET</u>	<u>FUND BALANCE FROM PREVIOUS YEAR</u>	<u>FUND BALANCE PERCENT OF BUDGET</u>	
2009 4,610,827	578,000	13%	
2010 4,497,273	680,988	15%	
2011 4,197,021	711,388	17%	
2012 4,459,751	812,000 (est)	18%	Budget includes Bellevue Contract
2012 4,147,754	812,000 (est)	20%	Budget without Bellevue Contract

We estimate our year-end income statement to be at least \$100,000 revenue over expenses, which, without the Bellevue Contract, would have increased our fund balance-to-budget ratio to the target 20%. This is a phenomenal accomplishment by a city operating in a recessional economy with reduced budgets each year. This number is still an estimate, and won't be firm until our audit adjustments are made in late November.

1. Per policy shown above, our minimum fund balance required for operations is 10% of budget. Should the council wish to support the Capital Fund with a transfer of Gen Operating Fund Balance to Capital Fund, that would be considered a legitimate policy decision by our auditors, because both funds are considered General Funds, rather than Business Activity Funds. Up to \$365,000 could be transferred and still leave a full 10% Operating Fund Balance to cover the full budget (including the Bellevue Contract amount). A \$250,000 transfer would leave the operating fund balance at 13% of budget, and a \$200,000 transfer would leave the operating fund at 15% of budget.

2. As you remember, we separated the combined General Funds into Operating and Capital Funds in 2008, and allowed \$100,000 in interest earnings to remain in the Operating Fund, instead of moving with \$2.3 million to the Capital Fund. There was some concern at the time about our ability to manage revenue and expenses in the economic downturn. In hindsight, that money would better have followed the Capital reserves into the Capital Fund. Transferring that interest back at this time would leave a 16% balance to budget ratio in the Operating Fund.

3. One tool we've used to manage the operating fund balance is to allow city staff salaries, when applied to capital projects, to be billed to the capital fund. The salary dollars handled in this manner to date are just over \$100,000. The Hailey Annual Financial Statement Management Analyses Policy on this matter is:

“Following the city governing body's approval of a funding agreement, ordinance, resolution, or upon receipt of specific written approval by the grantor, project costs, including city salary and fringe costs for applied project time, may be spent from the capital or grant fund.” The “may” was deliberately inserted to allow the city policy discretion in this matter.

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)**

<input type="checkbox"/> City Attorney	<input type="checkbox"/> Clerk / Finance Director	<input type="checkbox"/> Engineer	<input type="checkbox"/> Building
<input type="checkbox"/> Library	<input type="checkbox"/> Planning	<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> _____
<input type="checkbox"/> Safety Committee	<input type="checkbox"/> P & Z Commission	<input type="checkbox"/> Police	<input type="checkbox"/> _____
<input type="checkbox"/> Streets	<input type="checkbox"/> Public Works, Parks	<input type="checkbox"/> Mayor	<input type="checkbox"/> _____

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Administrator recommends that the City Council direct staff to adjust the General Operating Fund Balance to the benefit of the Capital Fund under one of the policy parameters discussed above. We favor these in reverse order:

Preferred policy stated in #3 above.  
Least preferred policy stated in #1 above.

**FOLLOW-UP REMARKS:\***