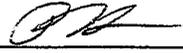


**AGENDA ITEM SUMMARY**

**DATE:** 12/19/11      **DEPARTMENT:** PW - Street      **DEPT. HEAD SIGNATURE:** 

**SUBJECT:** Amendment #2 to the Woodside Blvd TIGER II Grant

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

With the change in the project schedule resulting from the higher bids an amended agreement from US-DOT was necessary. The attached agreement includes the necessary revisions to the agreement, primarily the project schedule to a one year construction period. There is no revision to the contribution of city funds – leaving that at the \$910,000 previously agreed to.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**      Caselle

# \_\_\_\_\_  
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)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> City Administrator  | <input type="checkbox"/> Library                        | <input type="checkbox"/> Benefits Committee             |
| <input type="checkbox"/> City Attorney       | <input type="checkbox"/> Mayor                          | <input type="checkbox"/> Streets                        |
| <input type="checkbox"/> City Clerk          | <input type="checkbox"/> Planning                       | <input type="checkbox"/> Treasurer                      |
| <input type="checkbox"/> Building            | <input type="checkbox"/> Police                         | <input checked="" type="checkbox"/> Grant Administrator |
| <input checked="" type="checkbox"/> Engineer | <input checked="" type="checkbox"/> Public Works, Parks | <input type="checkbox"/> _____                          |
| <input type="checkbox"/> Fire Dept.          | <input type="checkbox"/> P & Z Commission               | <input type="checkbox"/> _____                          |

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to approve TIGER II Grant Amendment #2 and authorize the mayor to sign.

**ADMINISTRATIVE COMMENTS/APPROVAL:**

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

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record  
Copies (all info.): \_\_\_\_\_  
Instrument # \_\_\_\_\_

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

**CITY OF HAILEY**  
**RESOLUTION NO. 2011-51**  
**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY**  
**AUTHORIZING THE EXECUTION OF CHANGE ORDER NO. 2 TO THE**  
**WOODSIDE BLVD TIGER II GRANT**

WHEREAS, the City of Hailey has agreed to the terms and conditions of the Amendment to the Grant Agreement #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 Amendment to the Grant Agreement #2 and that the Mayor is authorized to execute the attached Agreement,

Passed this 19th day of December, 2011.

City of Hailey

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

ATTEST:

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



**PROJECT SCOPE, SCHEDULE AND BUDGET AMENDMENT**

**TO THE GRANT AGREEMENT  
UNDER THE**

**TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT, AND RELATED AGENCIES  
APPROPRIATIONS ACT FOR 2010 (DIV. A OF THE CONSOLIDATED APPROPRIATIONS ACT,  
2010 (PUB. L. 111- 117, DEC. 16, 2009)), FOR THE NATIONAL INFRASTRUCTURE  
INVESTMENTS DISCRETIONARY GRANT PROGRAM (TIGER II DISCRETIONARY GRANTS)**

**CITY OF HAILEY, IDAHO**

**WOODSIDE BOULEVARD COMPLETE STREETS INITIATIVE**

**FHWA TIGER II Grant No. TDGII-C-07**

**SECTION 1. PURPOSE**

The purpose of this "Amendment" is to revise the statement of work, schedule, and budget for the Project subject to the "Grant Agreement" with an effective date of April 8, 2011, between the U.S. Department of Transportation, Federal Highway Administration (the "Government"), and the City of Hailey, ID (the "Grantee").

**SECTION 2. PROJECT SCOPE**

Attachment A – Statement of Work of the Grant Agreement is revised to read as follows:

"The work will consist of the resurfacing, rehabilitation and reconstruction of 2.44 miles of street including the addition of sidewalks, bike lanes, bus pull-outs, bus shelters, bike parking and a landscape buffer zone.

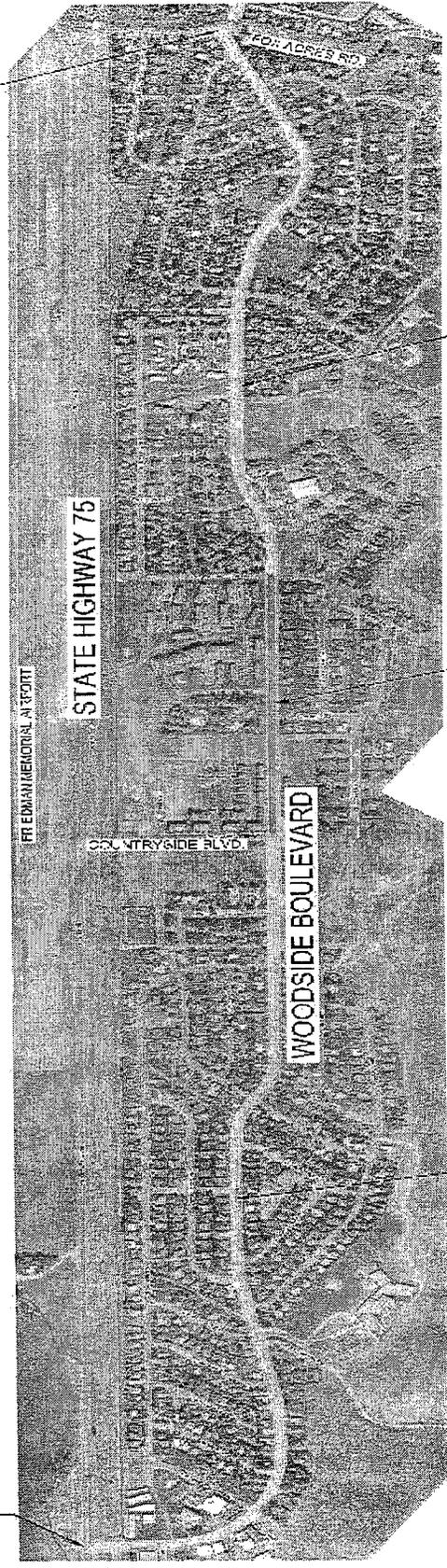
This project will construct a new traffic signal at the SH-75/ Woodside Blvd intersection. A signal for that intersection was environmentally cleared in August, 2008 under the SH-75 Timmerman to Ketchum corridor EIS. This project will ensure the signal's construction will be compatible with the full (future) vision of the corridor explained in the EIS. A roundabout will be designed and constructed at the intersection of Woodside Blvd and Fox Acres Road. The roadway between these intersections will be reconstructed as described in the prior paragraph.

The bid documents will require construction in 2012.

The 2012 construction phase will include construction of the traffic signal at SH75, construction of a roundabout at Fox Acres Road/Woodside Blvd., widening of a section of approximately 2000 feet to accommodate bike lanes, and construction of the north and south sections of Woodside Blvd shown in the attached map of the project area.

See the attached map of the project area.

ROUNDBOUT



NORTH SECTION

OVERLAY SECTION

SOUTH SECTION

STATE HIGHWAY 75

WOODSIDE BOULEVARD

FREEMAN MEMORIAL AIRPORT

COUNTRY SIDE BLVD.

TRAFFIC SIGNAL

WOODSIDE BOULEVARD  
COMPLETE STREETS



**SECTION 3. PROJECT SCHEDULE AND MILESTONES**

a) Paragraph 2.2 of the Grant Agreement is amended to read as follows:

“2.2 Project’s Schedule Summary (for further information see Attachment B):

Planned or Actual Subcontractor Selection/Award Date: March, 2012

Planned or Actual Construction Start Date: April, 2012

Planned Project Completion Date: March, 2013”.

b) Attachment B of the Grant Agreement is amended to read as follows:

**“ATTACHMENT B  
PROJECT SCHEDULE**

Project Permits, Licenses and Approvals (Including NEPA Approvals/Completion, Planning Approvals, included on STIP/TIP, etc.)

Project approvals and permits required (all approvals are by FHWA, unless otherwise indicated):

- Preliminary Design approval – entire corridor .....03/2011
- NEPA approval – entire corridor .....03/2011
- STIP approval .....04/2011
- Plans, Specifications, and Estimate approval .....04/2011

2012 Construction Phase

- Final Design Approval.....04/2011
- Nationwide 14 Permit (by USACE) .....05/2011
- Certify ROW and Utilities are clear.....05/2011
- Concurrence in award of Construction Contract(s) .....03/2012
- Notice to Proceed to Contractor.....04/2012
- Roundabout Construction .....06/2012-09/2012
- Construction Complete .....11/2012
  
- Project Closeout – entire corridor .....03/2013

Project Milestone/Deliverable Schedule (Engineering/Design Complete, ROW Complete, Construction – Advertisement, Construction – Award, Construction - NTP/Actual Start, Construction - Open to Traffic/Completion) (Assuming a build alternative has or will be selected and approved if NEPA is incomplete)

- Preliminary Design Complete.....01/2011
- First Public Meetings (2) Held.....01/2011
- Draft Categorical Exclusion Complete .....02/2011
- Final Categorical Exclusion Complete .....03/2011

2012 Construction Phase

- Final Design Complete .....12/2011
- Plans, Specs and Estimate (PS&E) Complete.....12/2011
- Public Meeting with City Council .....01/2012
- Advertise Bid Package .....01/2012
- Open Bids & Award.....03/2012
- Construct Project 04 to 11/2012
- Complete Project (open to traffic) .....11/2012
  
- Closeout Project .....03/2013”.

**SECTION 4. PROJECT BUDGET**

Attachment C of the Grant Agreement is amended to read as follows:

**“ATTACHMENT C  
 PROJECT BUDGET**

- a. TIGER II Grant Amount - \$3,500,000.00. TIGER II funds will be used to fund the construction phases of this project only.

	<u>TIGER II Funds</u>
Preliminary Engineering	\$0.00
ROW	\$0.00
Final Design	\$0.00
2012 Construction Phase	\$3,500,000
<b>Total</b>	<b>\$3,500,000</b>

- b. Total Project Amount and Other Funding Sources - \$4,410,000.00.

	<u>TIGER II Funds</u>	<u>City of Hailey</u>	
		<u>Capital Fund</u>	<u>In-kind Labor</u>
Preliminary Engineering	\$0.00	\$150,000	\$20,000
ROW	\$0.00	\$0.00	\$0.00
Final Design	\$0.00	\$400,000	\$20,000
2012 Construction	\$3,500,000	\$250,000	\$70,000
<b>Subtotals</b>	<b>\$3,500,000</b>	<b>\$800,000</b>	<b>\$110,000</b>

TOTAL PROJECT COST (all sources) = \$4,410,000”.

**SECTION 5. PRE-PROJECT REPORT**

Paragraph 3.1.1 of the Grant Agreement is amended to read as follows:

“3.1.1 The Pre-project Report shall consist of current baseline data for each of the performance measures specified in the Performance Measurement Table in Attachment D. The Pre-project Report shall include a detailed description of data sources, assumptions, variability, and the estimated level of precision for

each measure. Grantee shall submit the report to the Government by **August 31, 2011**. Grantee shall represent that the data in the Pre-project Report is current as of **July 31, 2011** based upon counts conducted in **May, June, and July, 2011**. These counts are being conducted prior to the start of construction work. No previous bicycle or pedestrian counts have been conducted.”

## SECTION 6. NOTICES

Paragraph 3.5 of the Grant Agreement is amended by striking the contact information for Ed Strocko and Robert Mariner and inserting the following:

“FHWA TIGER Program Coordinator  
Federal Highway Administration  
Office of Freight Management and Operations  
1200 New Jersey Avenue, SE  
Room E86-207  
Washington, DC 20590  
(202) 366-0408  
[FHWA-TIGER.Reports@dot.gov](mailto:FHWA-TIGER.Reports@dot.gov)

and

OST TIGER Discretionary Grants Coordinator  
United States Department of Transportation  
Office of the Secretary  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
(202) 366-8914  
[TIGERGrants@dot.gov](mailto:TIGERGrants@dot.gov)”.

## SECTION 7. TERMINATION

a) Paragraph 5.1.2 of the Grant Agreement is amended to read as follows:

“5.1.2 The Grantee fails to begin construction before June 30, 2012.”.

a) Paragraph 5.1.3 of the Grant Agreement is amended to read as follows:

“5.1.3 The Grantee fails to begin expenditure of Grant funds by July 31, 2012.”.

## SECTION 8. AWARD AND EXECUTION OF GRANT AGREEMENT

There are three (3) identical counterparts of this Amendment in typewritten hard copy; each counterpart is to be fully signed in writing by the parties and each counterpart is deemed to be an original having identical legal effect. When signed and dated by the authorized official of the Government, this instrument will constitute an amendment to the Grant Agreement. Except as modified, changed, and supplemented by this Amendment, all terms of the original Grant Agreement shall continue in full force and effect. Upon final execution of this Amendment by the Grantee, the effective date will be the date the Government executes this Amendment as set forth below.

**EXECUTION BY THE GOVERNMENT**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature of Government's Authorized Representative

Samantha Reizes

Agreement Officer

**EXECUTION BY THE GRANTEE/RECIPIENT**

By signature below, the Grantee/Recipient acknowledges that it accepts and agrees to be bound by this Agreement.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature of Grantee's Authorized Representative

Richard L. Davis

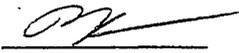
Mayor



**AGENDA ITEM SUMMARY**

DATE: 12/19/11

DEPARTMENT: PW - Street

DEPT. HEAD SIGNATURE: 

**SUBJECT:** Woodside Blvd pre-construction public outreach revised scope of work from the Langdon Group

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

At the December 12, 2011 city council meeting it was decided to use The Langdon Group to assist city staff with the public outreach program for the Woodside Blvd reconstruction project. City staff forwarded the task list and schedule (attached) and requested a revised scope of work from The Langdon Group. Attached is a revised scope of work showing a reduced cost estimate of \$13,960.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle

# \_\_\_\_\_  
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)

<input type="checkbox"/> City Administrator	<input type="checkbox"/> Library	<input type="checkbox"/> Benefits Committee
<input type="checkbox"/> City Attorney	<input type="checkbox"/> Mayor	<input type="checkbox"/> Streets
<input type="checkbox"/> City Clerk	<input type="checkbox"/> Planning	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Building	<input type="checkbox"/> Police	X Grant Administrator
X Engineer	X Public Works, Parks	<input type="checkbox"/> _____
<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> P & Z Commission	<input type="checkbox"/> _____

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to authorize the use of The Langdon Group to assist with the Woodside Blvd public outreach tasks as outlined on the attached document from The Langdon Group.

**ADMINISTRATIVE COMMENTS/APPROVAL:**

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

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record  
Copies (all info.): \_\_\_\_\_  
Instrument # \_\_\_\_\_

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

**CITY OF HAILEY  
RESOLUTION NO. 2011-57**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY  
AUTHORIZING THE USE OF THE LANGDON GROUP.**

WHEREAS, the City of Hailey is authorizing the use of The Langdon Group to assist with the Woodside Blvd. public outreach tasks as outlined on the attached document from the Langdon Group.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO,** that the City of Hailey approves and authorizes the use of the Langdon Group.

Passed this 19th day of December, 2011.

City of Hailey

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

ATTEST:

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

Pre-Construction Public Outreach

*PRESENTED TO CITY COUNCIL 12/12/11*

<u>TASK</u>	<u>SCHEDULE</u>	<u>RESPONSIBLE PARTY</u>
Prepare letter to Woodside Residents	Complete by December 20	Tracy with review by Heather & Tom
Prepare Contact Information Post Cards for Distribution	Complete by December 20	Tracy with review by Heather & Tom
Fold, Stuff and Mail Resident Letters	Complete by January 6	Tracy with review by Heather & Tom
Prepare FAQ Sheet for Project & Post Information on Website	Complete by December 20	Tom with assistance from Clerks Office to post
Prepare and send E-mail to Residents when Project goes to Bid, include media	Prepare ahead of time, send when bid documents are released	Tracy with review by Heather & Tom
Meet with Stakeholders (BCSD, BCRD, Mtn Rides, Emergency Responders)	January 3 - 31	Tom and Heather
Conduct Door-to-Door visits as needed	January 16 – February 3	Heather with Carol & Martha
Handle all Public Inquiries including documentation	December 13 – March 31	Heather & Tom
Prepare and send E-mail to Residents when a Bid is selected, include media	February 15 – 29	Tracy with review by Heather & Tom
Coordinate with JUB Engineers for Citizen Information Meeting	March 1 – 15	Tom with assistance from Tracy & Heather
Select location and arrange displays for Citizen Information Meeting	March 1 – 15	Tracy with assistance from Tom
Prepare and send E-mail with information for Citizen meeting, include media	March 1 – 15	Tracy with review by Heather & Tom
Prepare Ad for Citizen meeting	March 1 – 15	Tracy with review by Heather & Tom
Bi-weekly meetings on next steps	December 13 – March 31	Heather, Tracy & Tom
Arrange for Spanish Translation when needed	December 13 – March 31	Heather, Tracy & Tom



	Task	Schedule	Responsible parties	TLG labor hour estimate
1.	Prepare project FAQ sheet; update project info on City website	underway Complete by Dec 22	Tom with support from The Langdon Group (TLG) and assistance from Clerks Office for posting	4
2.	Prepare letter to Woodside residents; update south section residents on revised construction schedule (double-sided, English/Spanish)	Complete by Dec 22	TLG with review by Heather, Tom, Tracy; coordination of Spanish-language content with City staff	6
3.	Prepare post cards to collect Woodside resident email/phone contact information (including Spanish) (for distribution to entire Woodside neighborhood)	Complete by Dec 22	TLG with review by Heather, Tom, Tracy; coordination of Spanish-language content with City staff	5
4.	Print-fold-stuff-mail resident letters	Complete by Jan 6	Tracy with review by Heather & Tom	0
5.	Prepare and send email to residents when project goes to bid; include media	Prepare ahead of time; send when bid documents are released (est late Jan)	TLG with review by Heather, Tom, Tracy	2
6.	Meet with key stakeholders (BCSD, BGRD, Mtn Rides, Emergency Responders, law enforcement)	Jan 3 - 31	Tom and Heather	0
7.	Conduct door-to-door visits as needed	Jan 16 - Feb 3	Heather with Carol & Martha	0
8.	Handle all public phone and email inquiries including documentation	Dec 13 - Mar 31	Tom and Heather	0
9.	Track resident email, phone contact info, update existing database; assist with other documentation needs	Dec 20 - Mar 31	TLG in coordination with Tom and Heather	18
10.	Prepare and send email to residents when a bid is selected; include media	Feb 15 - 29	TLG with review by Heather, Tom, Tracy	2
11.	Coordinate with JUB Engineers for one Citizen Information Meeting	Mar 1 - 15	TLG in coordination with Tom and assistance from Tracy & Heather	20

12.	Prepare displays, select location and coordinate set-up arrangements for Citizen Information Meeting	Mar 1 - 15	TLG with assistance from Tom	15
13.	Prepare and send email with information for Citizen meeting, include media	Mar 1 - 15	TLG with review by Heather, Tom, Tracy	2
14.	Prepare/reserve space for display and legal ads for Citizen meeting	Mar 1 - 15	TLG with review by Heather, Tom, Tracy	6
15.	Bi-weekly meetings on next steps	Dec 13 - Mar 31	Heather, Tom, TLG	10
16.	Arrange for Spanish translation when needed; coordinate with existing City staff/PD resources	Dec 13 - Mar 31	Heather, Tracy & Tom	0
17.	Reformat existing information to be included in "Our Town" newsletters	Jan - Mar	Heather, Tracy & Tom	0
18.	Team coordination; facilitate communication flow, prepare information for city staff/council updates, admin support	Dec 22 - Mar 31	TLG in coordination with Heather, Tom, Tracy	15
<b>Total estimate Langdon Group labor hours</b>				<b>105</b>
labor hour cost estimate				\$ 11,460
* direct expense estimate				2,500
<b>TOTAL COST ESTIMATE</b>				<b>\$ 13,960</b>

Assumptions:

- **Spanish translation:** City staff/PD staff have been identified as resources to serve as project translators, for day-to-day verbal/phone/meetings, for assistance in translating written materials, and for translation at citizen meetings
- **Printing/mailing:** All printing, mailing and/or other distribution for all aspects of the project will be managed and paid for by City of Hailey
- **Citizen meetings:** City staff, two JUB engineering, two TLG team to participate in Citizen Information meetings and Contractor representative to participate if identified; TLG will coordinate with JUB staff for design and production of displays; existing boards from previous meetings may be used as appropriate; advertising, necessary rental fees and other incidentals will be paid for by City
- **Citizen inquiries:** City staff and/or Council members will respond to all phone/email/personal responses to citizen inquiries

\*Direct expense assumptions:

- Includes production of citizen meeting displays and other meeting supply expenses; two staff members' lodging, per diem and travel for one overnight trip (including RT mileage Boise-Hailey)

