CITY OF IDAHO FALLS, IDAHO
COUNCIL MEETING AGENDA
REGULAR MEETING

Thursday, January 8, 2015 **7:30 p.m.**

COUNCIL CHAMBERS
680 PARK AVENUE

The Mayor, City Council, and Staff welcome you to tonight's meeting. We appreciate and encourage public participation. If you wish to comment on a matter that is NOT on the Agenda, you should comment during Agenda Item Number 6. If you do not know whether the Mayor will allow comments on an Item on tonight's Agenda (other than during a public hearing), your comments should be made during Agenda Item Number 6. An amendment to this Agenda may be made upon passage of a motion that states the reason for the amendment and the good faith reason that the Agenda item was not included in the original Agenda posting. Note: Items listed under "ACTION" in this agenda are potential outcomes; however, these matters have not yet been decided. City Council Meetings are live streamed at www.idahofallsidaho.gov , then archived. Thank you for your interest in City Government.

1. **Call to Order and Roll Call.**

2. **Pledge of Allegiance.**

3. **State of the City Address – Mayor Rebecca L. Noah Casper.**

4. **Announcement of President of the Council.**

5. **Awards, Presentations and/or Recognitions, including Years of Service Awards.**

(Brief Recess)

6. **Public Comment and Mayor's Response Time (Limit 15 Minutes)**: *This is the opportunity for members of the public to speak to the City Council regarding matters that are NOT on the Agenda; NOT noticed for a public hearing; NOT currently pending before the Planning Commission or Board of Adjustment; NOT the subject of a pending enforcement action; and NOT relative to a City personnel matter. If you want to speak, please state your name and address for the record and please limit your remarks to three (3) minutes. The Mayor and/or staff may respond to comments from a previous meeting. NOTE: The Mayor may exercise discretion to decide if and when to allow public comment on an Agenda Item that does not include a public hearing. If the Mayor determines that your comments may be made later in the meeting, she will let you know when you may make your comments.*

7. **CONSENT AGENDA:** Any item will be removed from the Consent Agenda at the request of any member of the Council and that item will be considered separately later. Approval by roll call vote:

a. Items from the City Clerk:

1. Approval of Minutes from the December 11, 2014 Regular Council Meeting, the December 15, 2014 Council Work Session, and the December 18, 2014 Regular Council Meeting.

2. Approval of License Applications, all carrying the required approvals.

3. Approval of the Monthly Expenditure Summary for the month of December, 2014.

4. Approval of Monthly Treasurer's Report for the month of December, 2014.

b. Items from the Idaho Falls Power Division:

1. Request for authorization to advertise to receive bids for the 2015 Underground Reconductor Project. Over the past several years, Idaho Falls Power has been working to replace direct bury cable in areas where frequent outages have been experienced. This year approximately 8,271 feet of conduit and new cable will be placed in the Airport Industrial Park and Rose Neilson Subdivisions. This project is in the Capital Improvement Plan and in the Fiscal Year 2015 Budget.

2. Request for authorization to advertise to receive bids for equipment necessary to complete the North Boulevard Substation Bay 2 Transformer Upgrades. The project is included in the Capital Improvement Plan. A portion of the project was completed last summer (2014 CIP Project: North Boulevard Substation Upgrades Bay 2 Transformers) with the remainder (2015 CIP Project: Decomissioning of Bel-Aire/Transformer to Bay 2 at North Boulevard) continuing this summer and contained within the Fiscal Year 2015 Budget.

3. Request for authorization to advertise to receive bids for equipment necessary to complete the Sectionalizing Project on the South 161 kV Loop in York Substation. The project is included in the Capital Improvement Plan and the Fiscal Year 2015 Budget.

ACTION: To approve all items on the Consent Agenda according to the recommendations presented.

8. **REGULAR AGENDA**:

A. **Planning and Building Division**:

1. **Reasoned Statement of Relevant Criteria and Standards for Avalon Village, Division No. 1**: This is the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Avalon Village, Division No. 1. City Council considered the Plat at the December 18, 2014 Meeting and denied this application. The Reasoned Statement of Relevant Criteria and Standards has been adjusted to reflect the findings which lead to the Council's decision. This document represents the official written decision of the Council regarding the application.

ACTION: To approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Avalon Village, Division No. 1 and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

2. **Reasoned Statement of Relevant Criteria and Standards for Yorkside Addition, Division No. 2**: This is the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Yorkside Addition, Division No. 2. City Council considered the Plat at the November 25, 2014 Meeting and denied this application. The Reasoned Statement of Relevant Criteria and Standards has been adjusted to reflect the findings which lead to the Council's decision. This document represents the official written decision of the Council regarding the application.

ACTION: To approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Yorkside Addition, Division No. 2 and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

B. **Idaho Falls Power Division**:

1. **Tabulation and Award of Bid for Hitt Road 161 kV Pole Line Relocation**: On November 13, 2014, City Council authorized Idaho Falls Power to bid materials and construction services necessary to complete relocation of 161 kV power lines on the east side of the Hitt Road right-of-way between Sunnyside Road and 49th South to accommodate the road widening project. The bid tabulation covers the construction services associated with relocating one mile of power line. This project was advanced in the Capital Improvement Plan and included in the Fiscal Year 2015 Budget. Idaho Falls Power recommends that the City Council approve the design and award the bid to the lowest responsive, responsible bidder, Track Utilities, in the amount of $222,137.77.

ACTION: To approve the plans and specifications for the Hitt Road 161 kV Pole Line Relocation Project; to accept the lowest responsive, responsible bid submitted by Track Utilities in the amount of $222,137.77 to complete the project; and, give authorization for the Mayor and City Clerk to execute the necessary contract documents (or take other action deemed appropriate).

C. **Municipal Services Division**:

1. **Tabulation and Award of Bid for Bid IF-15-05, Western Red Cedar Power Poles**: It is the recommendation of Idaho Falls Power and Municipal Services Divisions to accept the sole bid provided by McFarland Cascade per the evaluated lump sum amount of $112,933.00. The breakdown of quantity, description, and price for the power poles is listed on the tabulation.

ACTION: To accept the sole bid provided by McFarland Cascade for Western Red Cedar Power Poles in the evaluated lump sum amount of $112,933.00 (or take other action deemed appropriate).

2. **Resolution Regarding Disposal of Surplus Property**: This is a Resolution regarding City Policy to declare City personal property surplus and to provide for its disposal through sale, donation, transfer, recycling, discarding, destruction or exchange. Municipal Services Division respectfully requests the City Council to approve the Resolution and give authorization for the Mayor and City Clerk to execute the document.

ACTION: To approve the Resolution regarding disposal of surplus property and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

D. **Public Works Division**:

1. **Professional Services Agreement with North Wind Resource Consulting, LLC for West Snake River Greenbelt**: This is a Professional Services Agreement with North Wind Resource Consulting, LLC to provide environmental services for the West Snake River Greenbelt Project. The Public Works Division has negotiated the Agreement and fee in an amount not to exceed $7,600.00. The City Attorney has reviewed the Agreement. Public Works recommends approval of the Agreement, and authorization for the Mayor and City Clerk to sign the necessary documents.

ACTION: To approve the Professional Services Agreement with North Wind Resource Consulting, LLC for the West Snake River Greenbelt Project in an amount not to exceed $7,600.00, and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

2. **Amendment to Variable Frequency Drive (VFD) Feasibility Study (Task 8) with Murray, Smith and Associates**: This is a proposed Amendment to the existing Agreement with Murray, Smith and Associates, Inc., to provide bidding and construction support for the Well 15 VFD Upgrades Project. The Public Works Division has negotiated the attached Amendment and fee in an amount not to exceed $15,000.00. The City Attorney reviewed the original Agreement. Public Works recommends approval of this Amendment to the existing Agreement; and, authorization for the Mayor to execute the necessary documents.

ACTION: To approve the Amendment to the Variable Frequency Drive (VFD) Feasibility Study (Task 8) with Murray, Smith and Associates, Inc. to provide the bidding and construction support for the Well 15 VFD Upgrades Project in an amount not to exceed $15,000.00, and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Motion to Adjourn.

If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Rosemarie Anderson at Telephone Number 612-8414 or the ADA Coordinator Lisa Farris at Telephone Number 612-8323 as soon as possible and they will make every effort to adequately meet your needs.

YEARS OF SERVICE AWARD PINS FOR 2014

20 Years:

William D. Lloyd, Parks and Recreation Division, Horticulture
Karen R. Smith, Municipal Services Division, Finance Administration
Teri L. Thompson, Municipal Services Division, General Services Property Management
Gaylen W. Humphries, Municipal Services Division, Treasurer's Office Meter Reading
Kevin R. Renfro, Municipal Services Division, General Services Building Maintenance
Sarah E. Wease, Airport Division, Building Maintenance
Aldo Bevilacqua, Fire Division, Bonneville Fire District
David W. Coffey, Fire Division, Fire Fighting
Jess D. Morgan, Fire Division, Fire Fighting
Glade L. Prestwich, Fire Division, Fire Fighting
A. Scott Killian, Police Division, Police Uniform Patrol
Shane M. Kaiser, Police Division, Police Uniform Patrol
Steven R. Avery, Police Division, Police Uniform Patrol
David R. Barker, Police Division, Police Uniform Patrol
Timothy K. Downs, Police Division, Police Uniform Patrol
Jeanette C. Johnson, Police Division, Police Uniform Patrol
Moulton, Darin R., Police Division, Police Criminal Investigation
Scott B. Ockerman, Police Division, Police Uniform Patrol
John R. Cowley, Police Division, Police School Resource
Jeffrey R. Trimble, Idaho Falls Power, Electric Distribution
Scotty B. Davis, Public Works Division, Water Distribution System Maintenance

25 Years:

Reginald Fuller, Planning and Building Division, Building Official
Victor Kishiyama, Idaho Falls Power, Electric A & G Engineer
Ernie E. Lewis, Municipal Services Division, General Services Building Maintenance
Jason C. Randall, Municipal Services Division, Treasurer's Office Meter Reading
Ralph L. Risenmay, Fire Division, Fire Fighting
Daniel E. Stowell, Fire Division, Fire Fighting

30 Years:

Dean Ellis, Fire Division
Brent J. Guymon, Police Division, Police Uniform Patrol
David C. Smith, Public Works Division, Sewer Administration
Tony J. Arehart, Public Works Division, Sanitation Administration
Allen K. Moore, Public Works Division, Water Distribution System Maintenance
Theodore G. Mountain, Idaho Falls Power, Electric Bulb Turbine Generation
Rosemarie Anderson, Municipal Services Division City Clerk

35 Years:

Duane M. Taylor, Municipal Services Division, General Services Equipment Maintenance
Mark K. McBride, Police Division, Chief of Police

40 Years:

Kevin L. Getsinger, Idaho Falls Power, Electric Bulb Turbine Generation
Fred H. Rowe, Public Works Division, Wastewater Treatment Plant
Marvin R. Beaty, Public Works Division, Sanitation Administration

45 Years:

Kenneth R. Hunter, Public Works Division, Engineering Administration

CONSENT AGENDA:

htr605 1/07/2015

City of Idaho Falls
Expenditure Summary
From 12/01/2014 To 12/31/2014

Fund	Total Expenditure
General Fund	988,384.17
Street Fund	100,881.77
Recreation Fund	32,689.63
Library Fund	94,717.93
EL Public Purpose Fund	19,762.31
Golf Fund	47,764.82
Self-Insurance Fund	23,763.97
Sanitary Sewer Cap Imp	23,984.32
Street Capital Imp Fund	103,068.20
Airport Fund	84,868.48
Water & Sewer Fund	985,005.13
Sanitation Fund	5,477.81
Ambulance Fund	12,828.74
Electric Light Fund	2,459,641.80
Payroll Liability Fund	3,357,335.84
	8,340,174.92

Idaho Falls Power

A Division of the City of Idaho Falls *"A community with its own kind of energy"*

Reliable Public Power Provider

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Jackie Flowers, General Manager

DATE: January 2, 2015

Re: Consent Agenda – Authorization to advertise for bids for the 2015 Underground Reconductor Project

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Idaho Falls Power respectfully requests authorization to advertise and receive bids for the 2015 Underground Reconductor Project. Over the past several years, Idaho Falls Power has been working to replace direct bury cable in areas where frequent outages have been experienced. This year approximately 8,271 feet of conduit and new cable will be placed in the Airport Industrial Park and Rose Neilson Subdivisions. This project is in the Capital Improvement Plan and in the FY15 budget.

JRF/627

C: City Clerk
City Attorney
Municipal Services
File

PO Box 50220
140 S Capital
Idaho Falls ID 83405

Phone: 208-612-8430
Fax: 208-612-8435
www.ifpower.org

Idaho Falls Power

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Reliable Public Power Provider

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Jackie Flowers, General Manager

DATE: January 2, 2015

Re: Consent Agenda – Request Authorization to Advertise for Bids for Equipment Necessary to Complete the North Boulevard Substation Bay 2 Transfomer Upgrades

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Idaho Falls Power respectfully requests authorization to advertise and receive bids for equipment necessary to complete the North Boulevard Substation Bay 2 Transformer Upgrades. The project is included in the Capital Improvement Plan. A portion of the project was completed last summer (2014 CIP Project: North Boulevard Substation Upgrades Bay 2 Transformers) with the remainder (2015 CIP Project: Decommissioning of Bel-Aire/Transformer to Bay 2 at North Boulevard) continuing this summer and contained within the FY15 budget.

JRF/628

C: City Clerk
City Attorney
Municipal Services
File

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MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Jackie Flowers, General Manager

DATE: January 2, 2015

Re: Consent Agenda – Request Authorization to Advertise for Bids for Equipment Necessary to Complete the Sectionalizing Project on the South 161 kV Loop in York Substation

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Idaho Falls Power respectfully requests authorization to advertise and receive bids for equipment necessary to complete the sectionalizing project on the South 161 kV loop in York Substation. The project is included in the Capital Improvement Plan and the FY15 budget.

JRF/629

C: City Clerk
City Attorney
Municipal Services
File

PO Box 50220
140 S Capital
Idaho Falls ID 83405

Phone: 208-612-8430
Fax: 208-612-8435
www.ifpower.org

REGULAR AGENDA:

CITY OF IDAHO FALLS

PLANNING AND BUILDING DIVISION

P.O. BOX 50220
IDAHO FALLS, IDAHO 83405-0220
www.idahofallsidaho.gov

Planning Department • (208) 612-8276 FAX (208) 612-8520 Building Department • (208) 612-8270

BGC-002-15

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Brad Cramer, Planning and Building Director
SUBJECT: Reasoned Statement of Relevant Criteria and Standards for Avalon Village Division No. 1
DATE: January 6, 2015

Attached is the revised Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Avalon Village Division No. 1. Council considered the plat at its December 18, 2014 meeting and denied the application. The Reasoned Statement of Relevant Criteria has been adjusted to reflect the findings which lead to the Council's decision. This document represents the official written decision of the Council regarding the application.

cc: Rose Anderson
File

Attachments: Reasoned Statement of Relevant Criteria and Standards

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

FINAL PLAT OF AVALON VILLAGE DIVISION NO. 1 TO THE CITY OF IDAHO FALLS, IDAHO.

WHEREAS, the applicant filed an application for approval of a final plat on April 4, 2014; and

WHEREAS, this matter came before the Idaho Falls Planning and Zoning Commission during a duly noticed public meeting on May 6, 2014; and

WHEREAS, this matter came before the Idaho Falls City Council during a duly noticed public meeting on December 18, 2014; and

WHEREAS, having reviewed the application, including all exhibits entered and having considered the issues presented:

I. RELEVANT CRITERIA AND STANDARDS

The City Council considered the following criteria and standards and applied them to its final decision:

1. The City Council considered the request pursuant to the City of Idaho Falls 2013 Comprehensive Plan, the City of Idaho Falls Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.

2. The property is 21.23 acres located south of 49th South, east and adjacent to Holmes Avenue, and north of 65th South.

3. The property and surrounding area is designated on 2013 Comprehensive Plan Future Land Use map as Low Density Residential. Low Density Residential is described as single family homes on individual lots at a density of 7 units or less per net acre. This area may include detached homes or homes which share a common wall, open space, or other common facilities.

4. Current zoning of the site and surrounding area is R-1 Residential Zone.

5. The permitted density within an R-1 zone is 7 units per net acre.

6. The site was part of the approved preliminary plat for the Sunterra Development. New owners of the property wish to change the name to Avalon Village.

7. The preliminary plat for Sunterra was approved in 2004.

8. The property is currently vacant. Areas to the north and west are developing as single family residential. Area to the east includes single-family residential and vacant land. Area to the south includes a church and vacant land.

9. The proposed subdivision plat is in compliance with the subdivision ordinance. All necessary easements and roadways are provided. All lots within the subdivision exceed the minimum size and dimensional standards of the R-1 zone.

10. The development agreement includes a requirement that the landscaping along Holmes be constructed at the same time as other public improvements and that it be consistent with the landscaping provided adjacent to Sunterra Division No. 2.

11. The development agreement did not specify a requirement for construction of a fence adjacent to Holmes Avenue consistent with the fence constructed between Holmes Avenue and Sunterra Division No. 2.

12. The development agreement did not specify a requirement for construction of a berm adjacent to Holmes Avenue consistent with the berm constructed between Holmes Avenue and Sunterra Division No. 2.

13. The gross density of the approved preliminary plat for the Sunterra development was 1.97 dwelling units per acre.

14. The gross density of the proposed plat is 2.07 dwelling units per acre, an increase of 0.1 units per acre from the preliminary plat.

15. The net density of the approved preliminary plat for the Sunterra development was 2.75 dwelling units per acre

16. The net density of the proposed plat is 2.91 dwelling units per acre, an increase of 0.16 units per acre from the preliminary plat.

17. Average lot size in the approved preliminary plat for Sunterra was 15,827 square feet.

18. Average lot size in the proposed plat is 14,965 square feet, a decrease of 863 square feet from the preliminary plat.

19. Testimony presented by adjacent property owners indicated their home purchases in Sunterra Divisions 1 and 2 were, in part, based on review of the preliminary plat and an understanding that future divisions of Sunterra would match the layout, densities, and lot sizes of the preliminary plat.

20. Testimony presented by adjacent property owners included concerns that deviations from the preliminary plat would have a negative impact on existing home values.

21. The preliminary plat included only one lot less than 13,068 square feet (0.30 acres). The proposed plat includes 12 lots less than 13,068 square feet (0.30 acres).

II. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the City Council of the City of Idaho Falls denied the request for a Final Plat for Avalon Village Division No. 1 because it is not in accordance with the preliminary plat and due to significant changes in lot sizes.

PASSED BY THE CITY COUNCIL OF THE CITY OF IDAHO FALLS

THIS_____DAY OF_____, 2014

Rebecca L. Noah Casper, Mayor

CITY OF IDAHO FALLS

PLANNING AND BUILDING DIVISION

P.O. BOX 50220
IDAHO FALLS, IDAHO 83405-0220
www.idahofallsidaho.gov

Planning Department • (208) 612-8276 FAX (208) 612-8520 Building Department • (208) 612-8270

BGC-001-15

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Brad Cramer, Planning and Building Director
SUBJECT: Reasoned Statement of Relevant Criteria and Standards for Yorkside Division No. 2
DATE: January 6, 2015

Attached is the revised Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Yorkside Division No. 2. Council considered the plat at its November 25, 2014 meeting and denied the application. The Reasoned Statement of Relevant Criteria has been adjusted to reflect the findings which lead to the Council's decision. This document represents the official written decision of the Council regarding the application.

cc: Rose Anderson
File

Attachments: Reasoned Statement of Relevant Criteria and Standards

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

FINAL PLAT FOR YORKSIDE SUBDIVISION, DIVISION 2, LOCATED GENERALLY SOUTH OF 49TH SOUTH, EAST OF SOUTHPOINT BLVD. AND WEST OF VILLA MIRAGE COURT

WHEREAS, the applicant filed an application for a final plat on August 1, 2014; and

WHEREAS, this matter came before the Idaho Falls Planning and Zoning Commission during a duly noticed public hearing on September 2, 2014; and

WHEREAS, this matter came before the Idaho Falls City Council during a duly noticed public hearing on November 25, 2014; and

WHEREAS, having reviewed the application, including all exhibits entered and having considered the issues presented:

I. RELEVANT CRITERIA AND STANDARDS

1. The City Council considered the request pursuant to the City of Idaho Falls 2013 Comprehensive Plan, the City of Idaho Falls Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.

2. The property is approximately 11.62 acres and is located generally south of 49th South, east of Southpoint Blvd. and west of Villa Mirage Court.

3. The property and surrounding area is designated on 2013 Comprehensive Plan Future Land Use map as Low Density Residential. Low Density Residential is described as single family homes on individual lots at a density of 7 units or less per net acre. This area may include detached homes or homes which share a common wall, open space, or other common facilities.

4. The surrounding area is zoned R-1. Permitted density in the R-1 zone is 7 units per net acre.

5. All of the lots within the proposed plat plat meet the minimum requirements of the requested R-1 Zone.

6. The final plat complies with all requirements set forth within the Subdivision Ordinance of the City of Idaho Falls.

7. The preliminary plat for Yorkside was approved in 2006.

8. The property is currently vacant. Surrounding uses are single-family residential uses and agricultural uses to the south.

9. The preliminary plat for this area showed 21 single family lots.

10. The final plat includes 25 single family lots, an increase of 4 lots from the preliminary plat.

11. Of the four lots added to the final plat, three of the lots are located on Casa Drive.

12. Testimony from adjacent property owners indicated concerns that the additional lots on Casa Drive would increase traffic on the roadway.

13. The average lot size in the proposed final plat is 14,374 square feet.

14. The preliminary plat did not dimension the lots, but noted that the average lot size for the development would be 11,250 square feet. The scheme of the preliminary plat was to have larger lots at the northern end and reduce the size of the lots as development moved south. Division 2 is part of the northern portion of the Yorkside development.

15. The gross density of the preliminary plat for this area was 1.80 dwelling units per acre.

16. The gross density of the proposed plat is 2.15 dwelling units per acre.

17. Testimony from adjacent property owners indicated that decisions to purchase or build homes within the Yorkside Division No. 1 were, in part, based upon review of the preliminary plat for the entire Yorkside development and an expectation that future developments would be built according to the layout, densities, and lot sizes as shown on the preliminary plat.

18. Testimony from adjacent property owners included concerns that increased densities and smaller lot sizes would reduce existing property values.

II. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the City Council of the City of Idaho Falls denied the final plat for Yorkside Subdivision, Division 2 because it is not in accordance with the preliminary plat.

PASSED BY THE CITY COUNCIL OF THE CITY OF IDAHO FALLS

THIS _____ DAY OF _____, 2014

_____

Rebecca L. Noah Casper, Mayor

Idaho Falls Power

A Division of the City of Idaho Falls *"A community with its own kind of energy"*

Reliable Public Power Provider

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Jackie Flowers, General Manager

DATE: January 2, 2015

Re: Tabulation and Bid Award for Hitt Road 161 kV Pole Line Relocation Project

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On November 13, City Council authorized Idaho Falls Power to bid materials and construction services necessary to complete relocation of 161 kV power lines on the east side of the Hitt Road right-of-way between Sunnyside and 49th South to accommodate the road widening project. Attached is a bid tabulation for the construction services associated with relocating one mile of power line. This project was advanced in the Capital Improvement Plan and included in the FY15 budget.

Idaho Falls Power recommends that the City Council approve the design and award the bid to the lowest responsive, responsible bidder Track Utilities in the amount of $222,137.77.

JRF/630

Attachments

C: City Clerk
Purchasing
File

PO Box 50220
140 S Capital
Idaho Falls ID 83405

Phone: 208-612-8430
Fax: 208-612-8435
www.ifpower.org

CITY OF IDAHO FALLS
OFFICIAL BID OPENING

DATE OF OPENING: December 23, 2014 TIME: 10:00 am

LOCATION: City Clerk's Office, 308 Constitution Way, Idaho Falls, Idaho 83402

PROJECT: HITT ROAD 161 KV POLE LINE RELOCATION
PROJECT NO. ELEC-2014-15

ANTICIPATED COUNCIL
AWARD DATE: Thursday, January 08, 2015

NAME OF BIDDER	BID BOND	ADDENDUM	BASE BID
Probst Electric, Inc.	5%	1	233,811.17
Track Utilities	5%	1	222,137.77

ENGINEER'S ESTIMATE: $250,000.00

CITY OF IDAHO FALLS

P.O. BOX 50220
IDAHO FALLS, IDAHO 83405-0220

MUNICIPAL SERVICES

PHONE: (208) 612-8249
FAX: (208) 612-8148

January 5, 2015

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Craig Rockwood, Municipal Services Director

SUBJECT: **BID IF-15-05 WESTERN RED CEDAR POWER POLES**

Please find attached tabulation for the above subject bid.

It is the recommendation of Idaho Falls power and Municipal Services to accept the sole low bid of McFarland Cascade per the evaluated lump sum amount of $112,933.00. The breakdown of quantity, description, and price for the power poles is listed on the tabulation.

Respectfully,

CRAIG ROCKWOOD
MUNICIPAL SERVICES DIRECTOR

CR/ch
Attachment

CITY OF IDAHO FALLS
PO BOX 50220
IDAHO FALLS, ID 83405-0220
Phone 208-612-8433

Office of the Purchasing Agent

Opening Date December 30, 2014

TABULATION BID IF-15-05
Western Red Cedar Power Poles

BIDDER	McFarland Cascade Tacoma, Washington
Item 1: Pole 75 Foot, Class CL1	
2 Each	
PRICE PER EACH	$3,388.00
EXTENDED PRICE	$6,776.00
Item 2: Pole 80 Foot, Class CL1	
1 Each	
PRICE PER EACH	$3,930.00
EXTENDED PRICE	$3,930.00
Item 3: Pole 85 Foot, Class CLH1	
4 Each	
PRICE PER EACH	$4,846.00
EXTENDED PRICE	$19,384.00
Item 4: Pole 90 Foot, Class CLH1	
2 Each	
PRICE PER EACH	$5,370.00
EXTENDED PRICE	$10,740.00
Item 5: Pole 90 Foot, Class CLH2	
1 Each	
PRICE PER EACH	$6,181.00
EXTENDED PRICE	$6,181.00

BIDDER	McFarland Cascade
Item 6: Pole 95 Foot, Class CLH2	
7 Each	
PRICE PER EACH	$6,932.00
EXTENDED PRICE	$48,524.00
Item 7: Pole 100 Foot, Class CLH3	
2 Each	
PRICE PER EACH	$8,699.00
EXTENDED PRICE	$17,398.00
LUMP SUM TOTAL FOR ALL ITEMS	$112,933.00
Delivery Time for All Items	4-5 Weeks

CITY OF IDAHO FALLS

P.O. BOX 50220
IDAHO FALLS, IDAHO 83405-0220

MUNICIPAL SERVICES

PHONE: (208) 612-8249
FAX: (208) 612-8148

January 5, 2015

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Craig Rockwood, Municipal Services Director

SUBJECT: **RESOLUTION NO. 2015 DISPOSAL OF SURPLUS PROPERTY**

Please find the attached Resolution No. 2015 Disposal of Surplus Property.

Municipal Services respectfully requests the City Council to approve Resolution No. 2015 and authorize the Mayor to execute the document.

Respectfully,

CRAIG ROCKWOOD
MUNICIPAL SERVICES DIRECTOR

CR/ch
Attachment

RESOLUTION NO. 2015-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, MEMORIALIZING CITY POLICY TO DECLARE CITY PERSONAL PROPERTY SURPLUS AND TO PROVIDE FOR ITS DISPOSAL THROUGH SALE, DONATION, TRANSFER, RECYCLING, DISCARDING, DESTRUCTION, OR EXCHANGE; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, Council of the City of Idaho Falls recognizes that storage, maintenance, transportation, and other costs associated with maintaining personal property may exceed the inventory value or fair market value of such property; and

WHEREAS, City personal property has a limited economic and/or useful life; and

WHEREAS, it is sound fiscal policy and good management practice to require the expeditious disposal of surplus personal property; and

WHEREAS, Council is of the opinion that the policy contained herein will promote the efficient disposal of surplus personal property; will allow conveyance of surplus personal property to other state and local agencies where appropriate; will offer surplus personal property for sale to the public at large in some cases; and will provide for maximum value to be received by the City of Idaho Falls with attendant benefits to its citizens; and

WHEREAS, the delegation of responsibility to declare property "surplus" and to designate the manner and conditions of disposal is most efficiently done by delegating such authority to City staff, principally to the Property Manager; and

WHEREAS, all disposal of surplus property shall be done in accordance with then-current law and procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, AS FOLLOWS:

CITY SURPLUS PROPERTY POLICY

A. Definition of "surplus": City personal property which is reasonably believed to have little or no further use by the City. "Surplus" for purposes of this Policy, shall not include trash or refuse or other items which are customarily thrown away, recycled, or otherwise discarded or destroyed. Such non-surplus items may be discarded or recycled in a manner deemed efficient by the relevant Division Director.

B. Declaration of surplus:

1. To declare City personal property surplus of status:

a. A department supervisor shall fill out a surplus form and submit it for approval to the supervisor's Division Director.

b. The Division Director, for the property to be declared surplus, shall review and approve by signature the surplus form and submit the completed form to the Property Manager.

c. The Property Manager, after receiving the surplus form, shall make arrangements for the property to be delivered to the surplus building, or another appropriate and secure location, and evaluate whether the property is surplus.

d. If the Property Manager agrees that the property is surplus, the Property Manager shall submit a recommendation of surplus and its disposition to the Director of Municipal Services. The Property Manager may consolidate his or her recommendations to the Director of Municipal Services in a monthly report.

e. The Director of Municipal Services shall review and approve the Property Manager's recommendations and make the final determination regarding whether the item is properly declared to be surplus.

2. The Property Manager shall create and maintain a surplus form. The form should require provision of the following information, where applicable and available:

   a. general identification and description of the personal property;

   b. approximate value of the property;

   c. City Property Number, and

   d. manufacturer, model, and serial number of the property.

   The surplus form may also allow the submitter to suggest the manner by which such item may be disposed (including transfer to another City Division, donation or sale to another public entity, sale, trade, destruction, recycling etc.).

C. Disposal of Surplus.

1. General. City Council hereby delegates to the Director of Municipal Services the authority to make a final declaration of surplus and to approve the manner of disposal for all items which, in the Director of Municipal Services' belief, are in accordance with this Policy.

2. Disposal shall occur according to law in a manner consistent with the laws of the State of Idaho and pursuant to this Policy.

a. Sale. The sale of surplus property shall be conducted pursuant to Idaho law in effect at the time of such sale. This may include the sale of surplus property to another public entity; sale of the item at the original purchase price; sale at a public auction; or sale as otherwise permitted by Idaho law.

b. Donation or Transfer. Surplus property may be transferred to another City Division, or donated to a state or public entity pursuant to Idaho law. Additionally, transfer of surplus property of nominal value may be made without public advertisement or auction to a charitable organization which qualifies under Section 501(c)(3) and 501(c)(19) of the Internal Revenue Service, or to any other person or entity participating in a program with the City when such transfer renders a benefit to the City and its citizens.

c. Recycle. Surplus property not sold or transferred may be recycled whenever practicable.

d. Discarding and/or Destruction. Any item, including a weapon, declared to be surplus that is not sold, transferred, or recycled may be discarded or destroyed.

e. Exchange. Surplus property may be exchanged for other property, value, or consideration where the value received is roughly equivalent to the value of the surplus property.

3. Special considerations:

a. Weapons.

i. Definition. A "weapon" for purposes of this Policy, includes any instrument used in the propulsion of a projectile through the release of pressurized gas, compressed air, expanding gas, ignition of gunpowder, compounder, combustion, accelerant, spring, or other force-producing means, including rifles, shotguns, handguns, air rifles, blow gun, spring gun, wrist rocket, sling shot, airsoft gun, electroshock gun (*e.g.* taser), BB gun, pellet gun, paintball gun, slings, bows and arrows, and crossbows. "Weapons" also include bladed and blunt instruments, including nunchuks, clubs, sais, throwing stars, tonfas, "brass" knuckles, daggers, stilettos, gravity knives, swords, and other similar instruments.

ii. The Property Manager may also declare an item a "weapon" if the Property Manager reasonably believes that it has been used or can be used in a similar manner as another weapon defined in this Policy, or such item, in the opinion of the Property Manager, is reasonably likely to be used as a

weapon, as that word is commonly understood. When making such a determination, the Property Manager is encouraged to consult with the Chief of Police.

iii. Lawful weapons.

1. Officer Duty Weapon - a police officer duty weapon, which is lawful to own, possess, and use, shall be disposed of by sale and transfer to a licensed firearm dealer, consistent with Federal and State law, as determined by the Property Manager. A duty weapon may also be transferred directly to a retiring police officer when a letter authorizing the transfer is submitted by the Chief of Police to the Property Manager and the transfer is approved by the Director of Municipal Services.

2. Confiscated Weapons – confiscated weapons from the Idaho Falls Police Department Evidence Room shall be sold by sealed bid to licensed firearm dealers.

iv. Illegal and Inoperable Weapons. All illegal and inoperable weapons shall be destroyed.

b. Vehicles.

i. Vehicles and automotive-related equipment and materials shall be declared as surplus according to the City's Municipal Equipment Replacement Fund process.

c. Library Materials.

i. City delegates to the Board of Trustees of the Idaho Falls Public Library, the authority to sell, exchange or otherwise dispose of library materials (including books, audio and video recordings, written materials, etc.) when no longer required by the Library because such are surplus, duplicates, worn out, of little or no practical utility, or otherwise unneeded for Public Library purposes.

d. Recycling of Used or Excess Materials for Value:

i. Where materials (such as scrap metal, wire, or similar unused or left-over items) likely have value only if recycled or traded, as determined in good faith by the Division Director, such material may be exchanged by the

Division for its approximate value pursuant to the Division's internal recycling/exchange process.

D. The Property Manager shall submit no less frequently than one (1) time per year, a report to the City Council relating to the disposition of surplus property. Such a report shall not include property determined to have a current value of zero or a value of less than what it would cost to dispose of the surplus at a refuse or recycling vendor.

E. This Resolution shall become effective as of the date of its passage.

ADOPTED and effective this ___ day of _____, 2015.

CITY OF IDAHO FALLS, IDAHO

_____
Rebecca L. Noah Casper, Mayor

ATTEST:

_____
Rosemarie Anderson, City Clerk

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, ROSEMARIE ANDERSON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO HEREBY CERTIFY:

> That the above and foregoing is a full, true and correct copy of the Resolution entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, MEMORIALIZING CITY POLICY TO DECLARE CITY PERSONAL PROPERTY SURPLUS AND TO PROVIDE FOR ITS DISPOSAL THROUGH SALE, DONATION, TRANSFER, RECYCLING, DISCARDING, DESTRUCTION, OR EXCHANGE; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW."

_____
Rosemarie Anderson, City Clerk

City of Idaho Falls
PUBLIC WORKS DIVISION

P.O. BOX 50220
IDAHO FALLS, IDAHO 83405
www.idahofallsidaho.gov

MEMORANDUM

To: Honorable Mayor & City Council

From: Chris H Fredericksen, Public Works Director

Date: January 6, 2015

Subject: **PROFESSIONAL SERVICES AGREEMENT WITH NORTHWIND CONSULTING, LLC FOR WEST SNAKE RIVER GREENBELT**

Attached for consideration is a professional services agreement with Northwind Consulting LLC to provide environmental services for the West Snake River Greenbelt project. The Public Works Division has negotiated the attached agreement and fee in an amount not to exceed $7,600.00 and the City Attorney has reviewed the agreement.

Public Works recommends approval of this agreement; and, authorization for Mayor and City Clerk to sign necessary documents.

Respectfully,

Chris H Fredericksen

Chris H Fredericksen, P. E.
Public Works Director

CF:jk

c: Mayor
Council
Fugal

2-37-24-1-PRK-2014-33

2015-1

IDAHO TRANSPORTATION DEPARTMENT

LOCAL PROFESSIONAL SERVICES AGREEMENT

Agreement Number
9068

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between the City Of Idaho Falls, whose address is PO Box 50220, Idaho Falls, ID 83405, hereinafter called the "Sponsor," and North Wind Resource Consulting, LLC, whose address is 1425 Higham St, Idaho Falls, ID 83402, hereinafter called the "Consultant."

RATIFICATION

The Idaho Transportation Department, representing the Federal Highway Administration on all local federal-aid highway projects, is authorized to ratify all agreements for engineering services entered into between sponsoring local agencies and their retained consultants. All references to State used hereafter shall denote the Idaho Transportation Department.

NOW, THEREFORE, the parties hereby agree as follows:

The work covered by this Agreement is for the following project(s):

PROJECT NAME:	OFFSYS W SNAKE RV GREENBELT, IDAHO FALLS
PROJECT NO:	A019(135)
KEY NO:	19135

I. SUBCONSULTANTS

The Sponsor approves the Consultant's utilization of the following Subconsultants: None

II. AGREEMENT ADMINISTRATOR

This Agreement shall be administered by Chris Canfield, City Of Idaho Falls, PO Box 50220, Idaho Falls, ID 83405; (208) 612-8259; or an authorized representative.

III. DUTIES AND RESPONSIBILITIES OF CONSULTANT

A. DESCRIPTION OF WORK

The Consultant shall provide professional services as outlined in the attachment(s) and as further described herein.

1. The following attachments are made a part of this Agreement:

   a. **Attachment No. 1L** is the Consultant Agreement Specifications which are applicable to all agreements

   b. **Attachment No. 2** is the negotiated Scope of Work, Cost Estimate, Man-Day Estimate.

   In the case of discrepancy, this Agreement shall have precedence over Attachment No. 2, and Attachment No. 2 shall have precedence over Attachment No. 1L.

2. Per Diem will be reimbursed at the current approved rates. These rates are listed at http://www.itd.idaho.gov/design/cau/policies/policies.htm.

IV. DUTIES AND RESPONSIBILITIES OF SPONSOR AND/OR STATE

The Sponsor and/or State shall provide to the Consultant, upon request, copies of any records or data on hand which are pertinent to the work under the Agreement.

V. TIME AND NOTICE TO PROCEED

A. The Consultant shall start work under this Agreement no later than ten (10) calendar days from the receipt of the written notice to proceed with the work. The Consultant shall complete all work by **03/30/2015**.

B. The Consultant shall remain available to perform additional work for an additional sixty (60) days or until the Agreement is closed out, whichever comes first.

VI. BASIS OF PAYMENT

A. Payment Basis: Cost Plus Fixed Fee - Consultant agrees to accept as full compensation for all services rendered to the satisfaction of the State for completion of the work, the lesser of the actual cost plus the fixed fee or Not-To-Exceed amount of the Agreement.

B. Compensation Amount

1.	Not-To-Exceed Amount:	**$7,600.00**
2.	Additional Services Amount:	**$0.00**
3.	Total Agreement Amount:	**$7,600.00**

C. Fixed Fee Amount: **$760.00** (This is included in the Total Agreement Amount.)

D. Approved Overhead Rates for Prime Consultant and Subconsultants
North Wind Resource Consulting, LLC 58.52%

E. Reasonable increases in labor rates during the life of this Agreement will be accepted. Payroll additive rate, general administrative overhead rate, and unit prices are subject to adjustment during the life of this Agreement based on audit and negotiations. If the State approves an adjustment to the overhead rate or unit prices, the Consultant must then submit a written request to the Agreement Administrator requesting use of the approved rate(s) on this agreement. If the new rate(s) are accepted by the Agreement Administrator, they shall apply from the date the written request was made to the Agreement Administrator. An adjustment shall not change the Not-To-Exceed amount of the Agreement. For projects of duration greater than two years, the Not-To-Exceed amount may be negotiated.

In no case will rates be adjusted more than once per agreement year.

F. Professional Services Authorization and Invoice Summary (PSA) No. 1 is issued in the amount of **$7,600.00** to perform the work of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year in this Agreement first written above.

NORTH WIND RESOURCE CONSULTING, LLC
Consultant

By: Tony Salmon

Title: Contract Administrator

CITY OF IDAHO FALLS
Sponsor

By: _____

Title: _____

IDAHO TRANSPORTATION DEPARTMENT

By: _____
District Engineer

hmcclure:19135 LPA Northwind.docx

Attachment No. 2

ENVIRONMENTAL SCOPE OF WORK

Idaho Falls River Parkway Greenbelt Widening and Redesign

A. **Communication with Agencies**

North Wind Resource Consulting, LLC (North Wind) will begin coordination with appropriate Federal, State, and local agencies by sending a letter describing the project, providing a map of the area, and requesting pertinent input for the project. Meetings and/or discussions with the agencies and with the project engineers will take place, as needed, to identify and accommodate any concerns.

B. **Sole Source Aquifer**

Prepare letter for submittal to U.S. Environmental Protection Agency Groundwater Protection Unit to discuss the Eastern Snake River Plain Sole Source Aquifer.

C. **Data Collection**

Data collection includes information needed to complete the environmental evaluation. The Environmental Evaluation and Environmental Mitigation Summaries will be completed addressing all items requiring avoidance, minimization, or discussion such as wetlands and sole source aquifer.

D. **NPDES Checklist and Flood Plain Permit**

North Wind will work with the City to determine the number of acres that will be disturbed during construction. Storm water run-off issues and mitigation measures will be investigated by North Wind.

E. **Threatened and Endangered Species**

Complete Threatened and Endangered Species studies necessary to complete a Biological Evaluation (BE): North Wind will complete a biological evaluation for species listed on the Bonneville County species list provided by the U.S. Fish and Wildlife Service (USFWS). No listed species or their habitat is expected within the project area so either formal or informal consultation with the USFWS is not part of this scope of work and would require a contract modification.

F. **Wetlands and other Waters of the U.S. Delineation, Wetlands Functions and Values Assessment, and Section 404 Permit**

North Wind will identify the wetlands in the project impact areas such as the banks of the Snake River. The wetlands will be delineated and a Wetland Delineation Report submitted to the U.S. Army Corps of Engineers (USACE) for approval in conjunction with the Section 404 permit for construction in wetlands and waters of the U.S., if necessary. Wetland boundaries will be marked by North Wind and surveyed by the City to be included in the Wetland Delineation Report, permit applications, and design plan sheets. The functions and values of the wetlands will be documented. If impacts to the wetlands are inevitable a Joint Application for Permits will be submitted to USACE.

G. **Hazardous Waste/Materials Investigation**

North Wind will coordinate with Idaho Department of Environmental Quality and review state and federal lists identifying potentially contaminated sites. A hazardous waste/materials survey will be completed on line and on the ground and local authorities will be consulted.

H. Cultural Resource Programmatic Clearance

North Wind will submit a report to ITD Headquarters Cultural Resources staff that contains a project description, maps, and photos of the area of potential effect (APE). The report will be reviewed to allow a determination by ITD whether the project is exempt from review in accordance with the programmatic agreement.

I. Project Management

The North Wind project manager will prepare monthly in-house and client progress reports and invoices, coordinate with North Wind and the City project personnel, and track project costs. North Wind personnel will interface with the City on a regular basis to assure the project remains on schedule and within budget. North Wind will attend one project meeting with the City during the course of the project if requested.

J. Prepare Environmental Evaluation

North Wind will prepare an environmental evaluation in accordance with the National Environmental Protection Act for the City to review. The report will include maps, photographs, agency response letters, and suggested mitigation measures as necessary. The Biological Evaluation and Wetland Delineation reports will be attached as appendices.

K. Public Information

North Wind will provide handouts that may be needed for public involvement meetings.

L. Document Reviews and Final EE

Completion of the Environmental Evaluation will include two review cycles. The first cycle will be in-house review by North Wind and then review by the City personnel. When comments have been incorporated from the first two review cycles the document will be forwarded to the appropriate agencies.

The following information further defines the scope of work:

a) The proposed hours assume the level of effort necessary to submit an Environmental Evaluation.

b) North Wind will perform a Hazardous Waste and Materials Determination. Hours proposed assume there will be no more than two hazmat sites that need further investigation.

c) Electronic GIS maps will be provided in the report but individual GIS files (roads, streams, etc.) will not be provided electronically unless requested by the City.

CLIENT: City of Idaho Falls
PROJECT NAME: Idaho Falls Greenbelt Rehabilitation
CONSULTANT NAME: North Wind Resource Consulting, LLC

A. SUMMARY ESTIMATED MAN-DAY COSTS

Labor Category	Days		Hours		Hourly Rate		Raw Labor Cost
Project Manager, Environmental Scientist, Biologist & Wetland Specialist	10.13	=	81	@	$ 37.13	=	$ 3,007.53
HazMat Specialist	1.75	=	14	@	$ 34.65	=	$ 485.10
Cultural Resource Specialist	1.00	=	8	@	$ 20.40	=	$ 163.20
Technical Review	0.25	=	2	@	$ 73.57	=	$ 147.14
GIS Specialist	1.00	=	8	@	$ 23.46	=	$ 187.68
	14.13		**TOTAL RAW LABOR COST**			=	**$ 3,990.65**

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

Total Raw Labor Cost		Approved Rate		
$3,990.65	X	**58.52%** OH	=	**$ 2,335.33**
$3,990.65	X	**10.59%** G&A	=	**$ 422.61**

C. NET FEE

Total Raw Labor & Overhead		Net Fee		
~~$3,874.11~~ + ~~$2,267.13~~ = $6,325.98	X	**12%**	=	**$ 759.12**

3990.65 + 2335.33 = 6325.98

TOTAL	=	**$7,507.71**

Idaho Falls Greenbelt Environmental Evaluation; Bonneville County

Task Breakdown

December 5, 2014

Environmental. Evaluation and Approval	Total	Project Manager	Env. Scientist	Wetland Specialist	Biologist	HazMat Specialist	Cultural Resource	Technical Review	GIS
Communication with Agencies	6	4				2			
Sole Source Aquifer	4		4						
Data Collection	10		4				4		2
NPDES Checklist and Flood Plain Permit	4		4						
Threatened and Endangered Species	4				4				
Wetlands and Other Waters of the U.S. Delineation	10			8					2
Wetlands Functions & Values Assessment	1			1					
Section 404 Permit	2		2						
Hazardous Waste / Materials Investigation	8					8			
Cultural Resource Programmatic Clearance	6	2					4		
Project Management	4	4							
Prepare Draft Environmental Evaluation (EE)	31		24			4		1	2
Public Information	5	4							1
Document Review & Reconcile Comments from Others	8		8						
Final EE	10	8						1	1
Total Environmental Evaluation and Approval	**113**	**22**	**46**	**9**	**4**	**14**	**8**	**2**	**8**

City of Idaho Falls
PUBLIC WORKS DIVISION

P.O. BOX 50220
IDAHO FALLS, IDAHO 83405
www.idahofallsidaho.gov

MEMORANDUM

To: Honorable Mayor & City Council

From: Chris H Fredericksen, Public Works Director

Date: January 6, 2015

Subject: **AMENDMENT TO VARIABLE FREQUENCY DRIVE (VFD) FEASIBILITY STUDY (TASK 8) WITH MURRAY, SMITH AND ASSOCIATES**

Attached for consideration is a proposed amendment to the existing agreement with Murray, Smith and Associates, Inc., to provide bidding and construction support for the Well 15 VFD Upgrades project. The Public Works Division has negotiated the attached amendment and fee in an amount not-to-exceed $15,000.00. The City Attorney reviewed the original agreement.

Public Works recommends approval of this amendment to the existing agreement; and, authorization for Mayor and City Clerk to sign necessary documents.

Respectfully,

Chris H Fredericksen, P. E.
Public Works Director

CF:jk

c: Mayor
Council
Richards

0-00-00-0-WTR-2013-24

2015-2

AMENDMENT TO VFD FEASIBILITY STUDY (TASK NO. 8)

MURRAY, SMITH & ASSOCIATES, INC. PROPOSED SCOPE AND FEE FOR CONSTRUCTION PHASE SERVICES FOR UPGRADES TO WELL FACILITY #15 CITY OF IDAHO FALLS, IDAHO

Description of Tasks

The following scope by Murray, Smith & Associates Inc. (MSA) describes consulting engineering services during bidding and construction of the Well 15 VFD Upgrades Project.

This work will be added as Task No. 8 to the existing variable frequency drive (VFD) Feasibility Study.

Background

MSA assisted the City over the past several years with the development of a water system hydraulic model and analysis of well and booster pump facilities that would benefit from implementation of VFDs. Addition of VFDs to pumps will provide power savings as well as operational control to accommodate varying demands in the water distribution system.

As a follow-up to the feasibility study, MSA designed upgrades to the Well 15 booster pump system including the addition of VFDs, pump upgrades to accommodate VFD operation, electrical upgrades, mechanical changes needed in the facility, and connection of the existing emergency generator to power Well #15B.

This scope describes engineering support services during bidding and construction to ensure the project is constructed according to the design. The following tasks are proposed for this project:

Task 8 – Construction Phase Services

Bidding Process Support

MSA provided support during the bidding process, attending the pre-bid meeting via teleconference and reviewed bid results.

Deliverables

- None

Construction Support

MSA will provide submittal review. Submittals provided by the selected contractor will be reviewed within 2 weeks of submission, and MSA will return copies of the reviews to City Staff to distribute and maintain up-to-date records.

MSA will attend up to four construction meetings and verify progress and work according to the plans and specifications. The monthly meeting and site inspection will coincide with the monthly construction meetings at the City's Secondary Treatment Upgrades Project at the Wastewater Treatment Plant, and no travel time will be charged to the City. The monthly construction meetings will be used to communicate schedule, work product, and general construction expectations.

MSA will review and respond to the contractor's requests for information (RFIs) that City inspection and construction management staff are not able to answer. MSA will also review change orders prepared by the contractor that are subsequently submitted to MSA by the City's construction project manager.

Daily construction inspection is anticipated to be provided by City Staff. MSA will coordinate with the City inspector on a weekly basis while construction is active. The following tasks are assumed to be the responsibility of City staff.

City Responsibilities

- Finalized submittal, RFI, and change order responses (electronic files)
- Monthly Construction Progress Reports (electronic file)
- Substantial Completion Certificate (electronic file)

Assumptions

- The scope of work assumes 86 hours for Construction Support.
- The City will provide a construction project manager who guides and coordinates the project team and who oversees the inspector during construction. That construction manager is anticipated to be Gary Olson.
- The City will provide daily inspection during construction. The City inspector will coordinate by phone or email with MSA once per week.
- City will review pay applications
- City will provide initial review and answering of RFIs. MSA will assist with RFI responses upon the City's request
- City inspector and construction project manager will attend weekly construction meetings

- Daily construction inspection and observation will be provided by the City and will include record of contractor's daily progress, work completed, any tests performed, photos of work, etc. Project documentation by the City's inspector and construction manager will be made available to MSA via an electronic exchange website or ftp site

- City inspector and the Contractor are responsible for keeping a set of redline drawings current depicting any modifications or change in the work

- City will process change orders upon technical review and recommendation by MSA. The City's construction project manager will forward change orders to MSA.

Project Startup and Certification

MSA will oversee the facility startup for pumps running at constant speed setpoints, including one site visit during startup, and provide a recommendation for substantial completion when the facility is ready to be placed in service. A final completion letter will be prepared when all punch list items have been addressed by the selected contractor. MSA will use the redline drawings, provided by the City and contractor, to prepare record drawings for the project.

MSA will prepare an amendment to the Well 15 facilities O&M manual in conjunction with submittals from the contractor for modifications associated with this project. One electronic copy will be provided to the City.

Assumptions

- The scope of work assumes 92 hours for Project Startup and Certification.

- The Schedule for construction may be impacted by the selected contractor and conditions encountered during construction. The schedule may shift based on conditions beyond the control of MSA.

- The City will provide a copy of the existing operation and maintenance manual in electronic format to MSA, if available and hard copy if an electronic version is not available.

- The revised O&M manual does not have to be submitted to DEQ for approval. Time to submit and respond to DEQ comments is not included in this SOW.

- Startup of system for variable frequency operation is not included in this SOW. Variable frequency operation will be implemented as other facilities in the City are converted to VFD.

Deliverables

- Record Drawings (one hard copy plus an electronic file)
- Final Completion Letter and DEQ Certification
- O&M Amendment (one hard copy plus and electronic file)

Project Schedule

Work under this task order is anticipated to be completed by May 31, 2015.

Project Budget

This proposed project will be billed on a time and expenses basis with a not to exceed amount of **Fifteen Thousand dollars ($15,000)**. This task will utilize the remaining budget funds in the VFD feasibility study project. The budget limit will not be exceeded without prior written approval by the City.

CITY OF IDAHO FALLS	**MURRAY, SMITH & ASSOCIATES, INC.**
Signature	Signature
	Dennis Galinato
Name (printed)	Name (printed)
	Senior Engineer, Associate
Title	Title
	12/31/14
Date	Date