

**CITY OF IDAHO FALLS, IDAHO**  
**COUNCIL MEETING AGENDA**  
**REGULAR MEETING**

**Thursday, April 24, 2014**

**7:30 p.m.**

**COUNCIL CHAMBERS**  
**680 PARK AVENUE**

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*The Mayor, City Council, and Staff welcome you to tonight's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided following the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding if and when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so as provided in Item Number 3. Please note that City of Idaho Falls Council Meetings are live streamed at [www.idahofallsidaho.gov](http://www.idahofallsidaho.gov) and archived. Thank you for your interest in City Government.*

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

**2. Pledge of Allegiance.**

**3. Public Comment and Mayor's Response Time (Limit 15 Minutes):** *For members of the Public to speak to the Council regarding matters NOT on the Agenda, 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. Please state your name and address for the record and please limit remarks to three (3) minutes. Mayor and/or staff will respond to comments from previous meeting.*

**4. 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. Item from the Mayor:

1. Appointment of Human Resources Director.

b. Items from the City Clerk:

1. Approval of Minutes from the March 28, 2014 Training-Orientation Meeting, the April 7, 2014 Council Work Session, the April 10, 2014 Regular Council Meeting, the April 11, 2014 Training/Orientation Meeting, and the April 14, 2014 Special Council Meeting.

2. Approval of License Applications, including a BEER LICENSE to Bees Knees Pub and Catering Company, all carrying the required approvals.

c. Item from the Municipal Services Division:

1. Request for authorization to advertise to receive bids for the Infrastructure of the City's Virtualization Project.

d. Items from the Public Works Division:

1. Request for authorization to advertise to receive bids for the Alley Sewer Pipe Bursting between 7<sup>th</sup> Street and 8<sup>th</sup> Street, from Holmes Avenue to Tiger Avenue Project.

2. Request for authorization to advertise to receive bids for the Lee Avenue Storm Drain Construction, 2<sup>nd</sup> Street to 8<sup>th</sup> Street Project.

3. Request for authorization to advertise to receive bids for the Sewer Replacements – 2014 Project.

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

5. **REGULAR AGENDA:**

A. **Municipal Services Division:**

1. **Appointment of City Auditors:** This is the audit proposal from Rudd and Company, PLLC for the audit of the City for the Fiscal Year ending September 30, 2014. There is a cost increase from last year's fee in the amount of \$2,250.00, which amounts to a 5.8% increase.

ACTION: To approve the audit proposal from Rudd and Company, PLLC to audit the City for Fiscal Year ending September 30, 2014 in the amount of \$40,750.00, and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

2. **Appointment of Electric Light Fund Auditors:** This is the audit proposal from Moss Adams, LLC for the audit of the City's Electric Light Fund for the Fiscal Year ending September 30, 2014. There is no increase from last year.

ACTION: To approve the audit proposal from Moss Adams, LLC to audit the Electric Light Fund for Fiscal Year ending September 30, 2014 in the amount of \$49,000.00, plus out of pocket travel expenses, and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

3. **Tabulation and Award of Bid for Bid IF-14-10, New Mowers:** This is a bid tabulation for the purchase of 3 new mowers. It is the recommendation of the Municipal Services Division and the Parks and Recreation Division to accept the sole bid.

ACTION: To accept the sole bid of Rocky Mountain Turf Equipment to furnish One (1) New 2014 Jacobsen Eclipse 322/62851 Reel Mower and Two (2) New 2014 Jacobsen LF550/68011 Reel Mowers for a Lump Sum Total Amount of \$116,845.00, with Trade-In Units No. 993 and 9504 (or take other action deemed appropriate).

4. **Tabulation and Award of Bid for Bid IF-14-13, One (1) New 2014 or Newer Automated Side Load Refuse Container Body – Minimum 4 Cubic Yard Mounted on One (1) New 2014 or Newer Conventional Cab and Chassis:** This is a bid tabulation for the purchase of One (1) New 2014 or Newer Automated Side Load Refuse Container Body – Minimum 4 Cubic Yard Mounted on One (1) New 2014 or Newer Conventional Cab and Chassis. It is the recommendation of the Municipal Services Division and the Parks and Recreation Division to accept the low bid.

ACTION: To accept the low bid submitted by Rush Truck Centers to furnish One (1) New 2014 Wayne Autocat Refuse Container Body mounted on a New 2015 International Cab and Chassis in the amount of \$164,730.00 (or take other action deemed appropriate).

5. **Tabulation and Award of Bid for Bid IF-14-16, Furnishing/Installing/Removing Public Safety Equipment in Idaho Falls Police Vehicles:** This is a bid tabulation for the award of Furnishing/Installing/Removing Public Safety Equipment in the Idaho Falls Police Vehicles. It is the recommendation of the Municipal Services Division and the Police Division to accept the lowest responsive, responsible bid.

ACTION: To accept the lowest responsive, responsible bid submitted by Teton Communications, to furnish the equipment required for the police vehicles for a lump sum amount of \$64,929.55 (or take other action deemed appropriate).

6. **Placement of Boiler and Machinery and Property Coverage for all Hydro Projects:** Municipal Services Division is requesting authorization to bind the insurance coverage for all four of the City's Hydro Electric Projects with Starr Tech-Ace American Insurance Company, Essex and Aspen Insurance Companies. The deductible is \$250,000.00 for property loss and 45 days on the Business Interruption. The coverage is for a one (1) year period beginning April 29, 2014. The Premium is \$296,530.00 and Fred A. Moreton and Company is the Broker for this coverage.

ACTION: To authorize the binding of insurance coverage for all four hydroelectric projects with Starr Tech-Ace American Insurance Company, Essex and Aspen Insurance Companies for an annual premium amount of \$296,530.00, with Fred A. Moreton and Company as the Broker for this coverage (or take other action deemed appropriate).

**B. Planning and Building Division:**

1. **Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards – Snake River Landing, Division No. 8:** This is an application for a Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Snake River Landing, Division No. 8. The Planning Commission considered this item at its November 13, 2012 Meeting and recommended approval. The applicant delayed submitting the application to City Council until details for the anticipated project for the site were clear. Staff concurs with the recommendation from the Planning Commission.

ACTION: The following recommendations, in sequential order (or take other action deemed appropriate):

a. To approve the Development Agreement for Snake River Landing, Division No. 8 and, further, give authorization for the Mayor and City Clerk to execute the documents.

- b. To accept the Final Plat entitled Snake River Landing, Division No. 8 and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat.
- c. To approve the Reasoned Statement of Relevant Criteria and Standards for Snake River Landing, Division No. 8 and give authorization for the Mayor to execute the necessary documents.

2. **Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards – Snake River Landing, Division No. 10:** This is an application for a Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Snake River Landing, Division No. 10. The Planning Commission considered this item at its April 1, 2014 Meeting and recommended approval. Staff concurs with the recommendation from the Planning Commission.

**ACTION:** The following recommendations, in sequential order (or take other action deemed appropriate):

- a. To approve the Development Agreement for Snake River Landing, Division No. 10 and, further, give authorization for the Mayor and City Clerk to execute the documents.
- b. To accept the Final Plat entitled Snake River Landing, Division No. 10 and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat.
- c. To approve the Reasoned Statement of Relevant Criteria and Standards for Snake River Landing, Division No. 10 and give authorization for the Mayor to execute the necessary documents.

C. **Idaho Falls Power Division:**

1. **Master Services Agreement with Triaxis Engineering, Inc. for Engineering Services:** This is a Master Services Agreement for Engineering Services to be provided by Triaxis Engineering, Inc. The Master Services Agreement is the blanket agreement governing all work between Idaho Falls Power and Triaxis Engineering, Inc. For each work item a task order is executed at the time the service is requested. The task orders include a scope of services and a not-to-exceed amount.

**ACTION:** To approve the Master Services Agreement for Engineering Services with Triaxis Engineering, Inc. and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

2. **Tabulation and Award of Bid for the Gem State Excitation System Project:** At the April 10, 2014 City Council Meeting, Council awarded the Gem State Excitation System Bid to Basler Electric Company for the amount of \$145,288.00. Staff requests authorization to also award Alternate A, the Digital Excitation System Spare Parts, to Basler Electric Company in the amount of \$45,828.00. These parts would be held in Idaho Falls Power Warehouse for future maintenance of the equipment. Purchasing the parts at this time allows Idaho Falls Power to take advantage of more competitive pricing. As noted on the bid tabulation, even with the addition of Alternate A, Basler Electric Company remains the low bid.

**ACTION:** To award Alternate A for the Gem State Excitation System Project to Basler Electric Company in the amount of \$45,828.00, bringing the total contract to \$191,116.00 (or take other action deemed appropriate).

**D. Public Works Division:**

1. **Tabulation and Award of Bid for Well 3 Piping Upgrade Project:** On April 8, 2014, bids were received and opened for Well 3 Piping Upgrade Project. A tabulation of bid results is attached. Public Works Division recommends approval of the plans and specifications and award to the lowest responsive, responsible bidder.

**ACTION:** To approve the plans and specifications for the Well 3 Piping Upgrade Project, award to the lowest responsive, responsible bidder, 3H Construction, LLC, in the amount of \$82,782.50, and give authorization for the Mayor and City Clerk to execute the contract documents (or take other action deemed appropriate).

2. **Tabulation and Award of Bid for Water Line Replacements – 2014 Project:** On April 17, 2014, bids were received and opened for Water Line Replacements – 2014 Project. A tabulation of the bid results is attached. Public Works Division recommends approval of the plans and specifications and award to the lowest responsive, responsible bidder.

**ACTION:** To approve the plans and specifications for the Water Line Replacements – 2014 Project, award to the lowest responsive, responsible bidder, TMC Contractors, Inc., in the amount of \$1,415,070.00, and give authorization for the Mayor and City Clerk to execute the contract documents (or take other action deemed appropriate).

**E. Airport Division:**

1. **Airport Terminal Expansion Project – Change Order No. 4:** This is Change Order No. 4 to Barry Hayes Construction, LLC, for the Terminal Expansion Project. This Change Order is due to work items needed that were not addressed in the original contract, and increases the project cost by \$29,357.09, for revised contract total of \$2,390,167.76. The Federal Aviation Administration (FAA) has reviewed and approved this Change Order as eligible for reimbursement at 93.75%.

**ACTION:** To approve Change Order No. 4 to Barry Hayes Construction, LLC for the Terminal Expansion Project in the amount of \$29,357.09, and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

2. **Work Order No. 2 with T-O Engineers for the Airport South Quadrant Hangar Development Project:** This is Work Order No. 2 between the City of Idaho Falls and T-O Engineers for the Airport South Quadrant Hangar Development Project. Work Order No. 2 will provide for the final design, bidding, and construction administration portions of the project. The City Attorney has reviewed the documents.

**ACTION:** To approve Work Order No. 2 with T-O Engineers for the Airport South Quadrant Hangar Development Project, 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.*

# **CONSENT AGENDA:**



# CITY OF IDAHO FALLS

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

MUNICIPAL SERVICES

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

April 17, 2014

## MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Craig Rockwood, Municipal Services Director  
SUBJECT: **ADVERTISEMENT FOR BIDS**

Municipal Services, Idaho Falls Power, and the Public Works Division respectfully requests authorization to advertise and receive bids for the Infrastructure of the City's Virtualization Project

Respectfully,

A handwritten signature in black ink, appearing to read "Craig Rockwood", written over a horizontal line.

CRAIG ROCKWOOD  
MUNICIPAL SERVICES DIRECTOR

CR/ch



# 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: April 21, 2014

Subject: **BID AUTHORIZATION – ALLEY SEWER PIPE BURSTING BETWEEN 7<sup>TH</sup> STREET AND 8<sup>TH</sup> STREET FROM HOLMES AVENUE TO TIGER AVENUE**

Public Works requests authorization to advertise to receive bids for the Alley Sewer Pipe Bursting between 7<sup>th</sup> Street and 8<sup>th</sup> Street from Holmes Avenue to Tiger Avenue project.

Respectfully,

A handwritten signature in black ink that reads "Chris H Fredericksen".

Chris H Fredericksen, P.E.  
Public Works Director

CF:jk

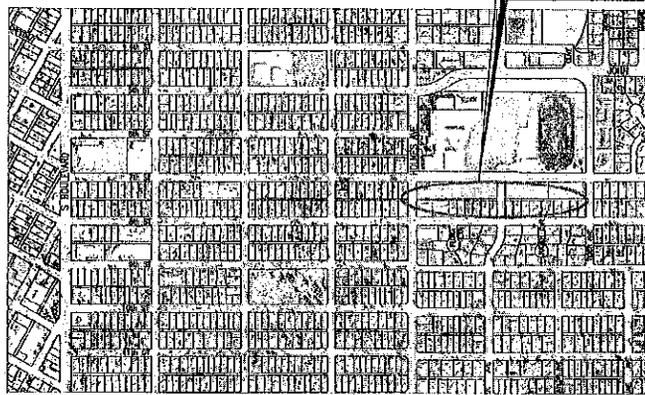
c: Mayor  
Council  
Fugal

2-38-19-1-SWR-2014-41

# ALLEY SEWER PIPE BURSTING BETWEEN 7th & 8th FROM HOLMES TO TIGER

## PROJECT # 2-38-19-1-SWR-2014-41

PROJECT LOCATION



REVIEWED BY: SEWER DEPARTMENT

DATE: \_\_\_\_\_



AS BUILT		SCALE SHOWN IS FOR SHEET 11 & 12 ONLY	
 <b>CITY OF IDAHO FALLS</b>			
<b>ENGINEERING DEPARTMENT</b>			
<b>ALLEY SEWER PIPE BURSTING BETWEEN 7th &amp; 8th FROM HOLMES TO TIGER</b>			
DATE: 2-28-14	BY: EJM	DATE: 4-18-14	BY: YJS
PROJECT: 2-38-19-1-SWR-2014-41	DATE: 4-18-14	PROJECT: 2-38-19-1-SWR-2014-41	DATE: 4-18-14



MAYOR

REBECCA L. NOAH CASPER  
CITY COUNCIL

BARBARA DEE EHARDT  
THOMAS HALLY  
MICHAEL A. LEHTO

ED MAROHN  
SHARON D. PARRY  
DEE DAVID WHITTIER

CITY ENGINEERING DEPARTMENT

CITY PUBLIC WORKS DIRECTOR  
CHRIS H. FREDERICKSEN, P.E.

CITY ENGINEER  
KENT J. FUGAL, P.E., PTOE

2014



# 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: April 21, 2014

Subject: **BID AUTHORIZATION – LEE AVENUE STORM DRAIN  
CONSTRUCTION, 2<sup>ND</sup> STREET TO 8<sup>TH</sup> STREET**

Public Works requests authorization to advertise to receive bids for the Lee Avenue Storm Drain Construction, 2<sup>nd</sup> Street to 8<sup>th</sup> Street project.

Respectfully,

A handwritten signature in cursive script that reads "Chris H Fredericksen".

Chris H Fredericksen, P.E.  
Public Works Director

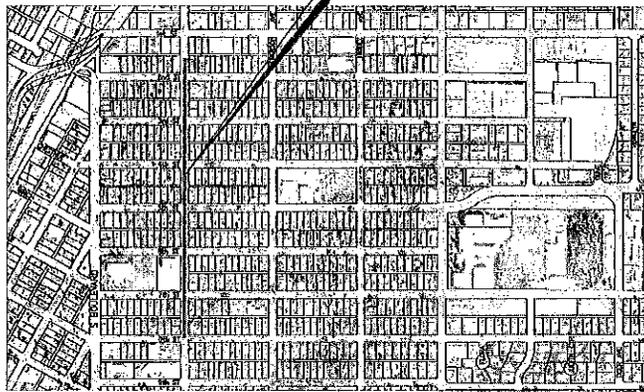
CF:jk

c: Mayor  
Council  
Fugal

2-38-19-1-SDN-2014-28

# LEE AV STORM DRAIN CONSTRUCTION 2ND ST TO 8TH ST PROJECT # 2-38-19-1-SDN-2014-28

PROJECT LOCATION



REVIEWED BY: SEWER DEPARTMENT

DATE: \_\_\_\_\_

REVIEWED BY: WATER DEPARTMENT

DATE: \_\_\_\_\_



MAYOR

REBECCA L. NOAH CASPER  
CITY COUNCIL

BARBARA DEE EHARDT  
THOMAS HALLY  
MICHAEL A. LEHTO

ED MAROHN  
SHARON D. PARRY  
DEE DAVID WHITTIER

CITY ENGINEERING DEPARTMENT

CITY PUBLIC WORKS DIRECTOR  
CHRIS H. FREDERICKSEN, P.E.

CITY ENGINEER  
KENT J. FUGAL, P.E., PTOE

2014

AS PER 11			
SCALE SHOWN IS FOR SHEET 11 of 17 ONLY			
CITY OF IDAHO FALLS			
ENGINEERING DEPARTMENT			
LEE AV STORM DRAIN CONSTRUCTION 2ND ST TO 8TH ST TITLE SHEET			
DATE: 11/11/14	DRAWN BY: J.F.	CHECKED BY: J.F.	SCALE: AS SHOWN
PROJECT NO: 2-38-19-1-SDN-2014-28	DATE: 4-15-14	SHEET NO: XX of XX	



# 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: April 21, 2014

Subject: **BID AUTHORIZATION – SEWER REPLACEMENTS - 2014**

Public Works requests authorization to advertise to receive bids for the Sewer Replacements – 2014 project.

Respectfully,

Chris H Fredericksen, P.E.  
Public Works Director

CF:jk

c: Mayor  
Council  
Fugal

0-00-00-0-SWR-2014-39



# **REGULAR AGENDA:**



# CITY OF IDAHO FALLS

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

MUNICIPAL SERVICES

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

April 14, 2014

## MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Craig Rockwood, Municipal Services Director  
SUBJECT: **APPOINTMENT OF CITY AUDITORS**

Attached for your consideration is the audit proposal from Rudd & Company PLLC for the audit of the City for the fiscal year ending September 30, 2014.

Municipal Services respectfully requests the approval of Rudd & Company PLLC to audit the City for \$40,750. This is a \$2,250; 5.8% increase, over last year's fee.

Respectfully,

A handwritten signature in black ink, appearing to read "Craig Rockwood".

Craig Rockwood  
MUNICIPAL SERVICES DIRECTOR

CR/ch

Attachment



**RUDD & COMPANY<sup>INC.</sup>**

certified public accountants | business consultants

March 18, 2014

City of Idaho Falls, Idaho  
P.O. Box 50220  
Idaho Falls, Idaho 83405-0220

We are pleased to confirm our understanding of the services we are to provide the City of Idaho Falls, Idaho for the year ended September 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Idaho Falls, Idaho as of and for the year ended September 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Idaho Falls, Idaho's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Idaho Falls, Idaho's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Idaho Falls, Idaho's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other

IDAHO FALLS | REXBURG | DRIGGS | BOZEMAN | WEST YELLOWSTONE | HELENA

additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.
2. Schedule of passenger facility charges collected and expended.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

1. Statistical data

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that the purpose of the report is solely to (1) describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in

considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements, schedule of expenditures of federal awards and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit service we provide. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approve the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the

nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud

and noncompliance with provision of laws, regulations, contracts, agreements, and grants, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this

letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures -- General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial

institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures – Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Idaho Falls, Idaho's compliance with applicable laws and regulations and the provisions of contracts and

agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Idaho Falls, Idaho's major programs. The purpose of these procedures will be to express an opinion on the City of Idaho Falls, Idaho's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Rudd & Company, PLLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a Cognizant or Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rudd & Company, PLLC personnel.

City of Idaho Falls, Idaho  
March 18, 2014  
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Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will provide copies of our reports to the City of Idaho Falls, Idaho; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement will be retained for a minimum of five years after the report release. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately November 17, 2014 and to issue our reports no later than February 2015. Scott Bond is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$40,750. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Idaho Falls, Idaho and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

City of Idaho Falls, Idaho  
March 18, 2014  
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Very truly yours,

Rudd & Company, *PLLC*



Scott Bond, CPA  
RESPONSE:

This letter correctly sets forth the understanding of the City of Idaho Falls, Idaho.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF IDAHO FALLS

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

MUNICIPAL SERVICES

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

April 14, 2014

## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Craig Rockwood, Municipal Services Director

SUBJECT: **APPOINTMENT OF ELECTRIC LIGHT FUND AUDITORS**

Attached for your consideration is the audit proposal from Moss Adams LLC for the audit of the City's Electric Light Fund for the fiscal year ending September 30, 2014.

Municipal Services respectfully requests the approval of Moss Adams LLC to audit the Electric Light Fund for \$49,000, plus out of pocket travel expenses. There is no increase from last year.

Respectfully,

A handwritten signature in black ink, appearing to be "C. Rockwood", written over a horizontal line.

CRAIG ROCKWOOD  
MUNICIPAL SERVICES DIRECTOR

CR/ch

Attachment

March 24, 2014

Thane Sparks, Controller  
City of Idaho Falls Electric Fund  
PO Box 50220  
Idaho Falls, ID 83405-0220

Re: Audit and Non-Attest Services

Dear Thane:

Thank you for the opportunity to provide services to the City of Idaho Falls Electric Fund. This engagement letter ("Engagement Letter") and the attached Professional Services Agreement, which is incorporated by this reference, confirm our acceptance and understanding of the terms and objectives of our engagement, and limitations of the services that Moss Adams LLP ("Moss Adams," "we," "us," and "our") will provide to the City of Idaho Falls Electric Fund ("you," "your," and "Fund").

**Scope of Services – Audit**

You have requested that we audit the Fund's financial statements, which comprise the statements of net position as of September 30, 2014, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements in accordance with Generally Accepted Government Auditing Standards.

*Government Auditing Standards* require that we provide you with a copy of our most recent quality control review report. Our 2011 report accompanies this letter.

**Scope of Services and Limitations – Non-Attest**

We will provide the Fund with the following non-attest services:

1. Assist you in drafting the financial statements and related footnotes as of and for the year ended September 30, 2014.

Our professional standards require that we remain independent with respect to our attest clients, including those situations where we also provide non-attest services such as those identified in the preceding paragraphs. As a result, Fund management must accept the responsibilities set forth below related to this engagement:

- Assume all management responsibilities.

# MOSS ADAMS LLP

City of Idaho Falls Electric Fund  
March 24, 2014  
Page 2 of 4

- Oversee the service by designating an individual, preferably within senior management, who possesses skill, knowledge, and/or experience to oversee our non-attest services. The individual is not required to possess the expertise to perform or reperform the services.
- Evaluate the adequacy and results of the non-attest services performed.
- Accept responsibility for the results of the non-attest services performed.

It is our understanding that you have been designated by the Fund to oversee the non-attest services and that in the opinion of the Company is qualified to oversee our non-attest services as outlined above. If any issues or concerns in this area arise during the course of our engagement, we will discuss them with you prior to continuing with the engagement.

## **Timing**

Julie Desimone is responsible for supervising the engagement and authorizing the signing of the report. We expect to begin our audit in November 2014 and issue our report no later than January 15, 2015. As we reach the conclusion of the audit, we will coordinate with you the date the audited financial statements will be available for issuance. You understand that (1) you will be required to consider subsequent events through the date the financial statements are available for issuance, (2) you will disclose in the notes to the financial statements the date through which subsequent events have been considered, and (3) the subsequent event date disclosed in the footnotes will not be earlier than the date of the management representation letter and the date of the report of independent auditors.

Our scheduling depends on your completion of the year-end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to your staff's unavailability or delays in your closing and adjusting process. You understand our fees are subject to adjustment if we experience these delays in completing our services.

## **Fees**

We estimate that our fees for the services will be \$49,000. You will also be billed for expenses at our cost as they are incurred.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the Company's records, and, for example, the number of general ledger adjustments required as a result of our work. To assist you in this process, we will provide you with a Client Audit Preparation Schedule that identifies the key work you will need to perform in preparation for the audit. We will also need your accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

# MOSS ADAMS LLP

City of Idaho Falls Electric Fund  
March 24, 2014  
Page 3 of 4

## Reporting

We will issue a written report upon completion of our audit of the Fund's financial statements. Our report will be addressed to the City Council of the Fund. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. Our services will be concluded upon delivery to you of our report on your financial statements for the year ended September 30, 2014.

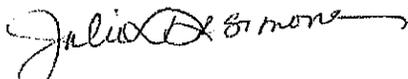
## Additional Services

You may request that we perform additional services not contemplated by this Engagement Letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. It is our practice to issue a separate agreement covering additional services. However, absent such a separate agreement, all services we provide you shall be subject to the terms and conditions in the Professional Services Agreement.

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We appreciate the opportunity to be of service to you. If you agree with the terms of our engagement as set forth in the Agreement, please sign the enclosed copy of this letter and return it to us with the Professional Services Agreement.

Very truly yours,



Julie Desimone, for  
Moss Adams LLP

Enclosures

# MOSS ADAMS LLP

City of Idaho Falls Electric Fund  
March 24, 2014  
Page 4 of 4

**ACCEPTED AND AGREED:**

This Engagement Letter and the attached Professional Services Agreement set forth the entire understanding of the City of Idaho Falls Electric Fund with respect to this engagement and the services to be provided by Moss Adams LLP:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Client: #603351  
v. 10/28/2013

## **PROFESSIONAL SERVICES AGREEMENT**

### **Audit and Non-Attest Services**

This Professional Services Agreement (the "PSA") together with the Engagement Letter, which is hereby incorporated by reference, represents the entire agreement (the "Agreement") relating to services that Moss Adams will provide to the Company. Any undefined terms in this PSA shall have the same meaning as set forth in the Engagement Letter.

#### **Objective of the Audit**

The objective of our audit is the expression of an opinion on the financial statements. We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). It will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

#### **Procedures and Limitations**

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain receivables and certain other assets, liabilities and transaction details by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters. Management's failure to provide representations to our satisfaction will preclude us from issuing our report.

An audit includes examining evidence, on a test basis, supporting the amounts and disclosures in the financial statements. Therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free from material misstatement. Such material misstatements may include errors, fraudulent financial reporting, misappropriation of assets, or noncompliance with the provisions of laws or regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity that may have a direct financial statement impact. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements and noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS. An audit is not designed to detect immaterial misstatements or noncompliance with the provisions of laws or regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors, fraudulent financial reporting, misappropriation of assets, and noncompliance with the provisions of laws or regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any time period for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Company and its environment, including its internal control sufficient to assess the risks of material misstatements of the financial statements whether due to error or fraud and to design the nature, timing, and extent of further audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify deficiencies in the design or operation of internal control. However, if, during the audit, we become aware of any matters involving internal control or its operation that we consider to be significant deficiencies under standards established by the American Institute of Certified Public Accountants, we will communicate them in writing to management and those charged with governance. We will also identify if we consider any significant deficiency, or combination of significant deficiencies, to be a material weakness.

We may assist management in the preparation of the Company's financial statements. Regardless of any assistance we may render, all information included in the financial statements remains the representation of management. We may issue a preliminary draft of the financial statements to you for your review. Any preliminary draft financial statements should not be relied upon, reproduced, or otherwise distributed without the written permission of Moss Adams.

#### **Management's Responsibility for Financial Statements**

As a condition of our engagement, management acknowledges and understands that management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally

## **Professional Services Agreement**

Audit and Non-Attest Services

Page 2 of 6

accepted in the United States of America. We may advise management about appropriate accounting principles and their application and may assist in the preparation of your financial statements, but management remains responsible for the financial statements. Management also acknowledges and understands that management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. This responsibility includes the maintenance of adequate records, the selection and application of accounting principles, and the safeguarding of assets. You are responsible for informing us about all known or suspected fraud affecting the Company involving: (a) management; (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Company received in communications from employees, former employees, regulators or others. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole. Management is also responsible for identifying and ensuring that the Company complies with applicable laws and regulations.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management agrees that as a condition of our engagement management will provide us with:

- access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
- additional information that we may request from management for the purpose of the audit; and
- unrestricted access to persons within the Company from whom we determine it necessary to obtain audit evidence.

### **Dissemination of Financial Statements**

Our report on the financial statements must be associated only with the financial statements that were the subject of our engagement. You may make copies of our report, but only if the entire financial statements (including related footnotes and supplementary information, as appropriate) are reproduced and distributed with our report. You agree not to reproduce or associate our report with any other financial statements, or portions thereof, that are not the subject of this engagement.

### **Offering of Securities**

This Agreement does not contemplate Moss Adams providing any services in connection with the offering of securities, whether registered or exempt from registration, and Moss Adams will charge additional fees to provide any such services. You agree not to incorporate or reference our report in a private placement or other offering of your equity or debt securities without our express written permission. You further agree we are under no obligation to reissue our report or provide written permission for the use of our report at a later date in connection with an offering of securities, the issuance of debt instruments, or for any other circumstance. We will determine, at our sole discretion, whether we will reissue our report or provide written permission for the use of our report only after we have conducted any procedures we deem necessary in the circumstances. You agree to provide us with adequate time to review documents where (a) our report is requested to be reissued, (b) our report is included in the offering document or referred to therein, or (c) reference to our firm is expected to be made. If we decide to reissue our report or provide written permission to the use of our report, you agree that Moss Adams will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to reissue our report or withhold our written permission to use our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our engagement documentation for those periods, we are under no obligation to permit such access.

## **Professional Services Agreement**

Audit and Non-Attest Services

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### **Changes in Professional or Accounting Standards**

To the extent that future federal, state, or professional rule-making activities require modification of our audit approach, procedures, scope of work, etc., we will advise you of such changes and the impact on our fee estimate. If we are unable to agree on the additional fees, if any, that may be required to implement any new accounting and auditing standards that are required to be adopted and applied as part of our engagement, we may terminate this Agreement as provided herein, regardless of the stage of completion.

### **Representations of Management**

During the course of our engagement, we may request information and explanations from management regarding, among other matters, the Company's operations, internal control, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide us with a written representation letter confirming some or all of the representations made during the engagement. The procedures that we will perform in our engagement will be heavily influenced by the representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or fraud to go undetected by our procedures. In view of the foregoing, you agree that we will not be responsible for any misstatements in the Company's financial statements that we fail to detect as a result of false or misleading representations, whether oral or written, that are made to us by the Company's management. While we may assist management in the preparation of the representation letter, it is management's responsibility to carefully review and understand the representations made therein.

In addition, because our failure to detect material misstatements could cause others relying upon our audit report to incur damages, the Company further agrees to indemnify and hold us harmless from any liability and all costs (including legal fees) that we may incur in connection with claims based upon our failure to detect material misstatements in the Company's financial statements resulting in whole or in part from knowingly false or misleading representations made to us by any member of the Company's management.

### **Fees and Expenses**

The Company acknowledges that the following circumstances will result in an increase of our fees:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances or report disclosures that impact the current year engagement; and
- An excessive number of audit adjustments.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the engagement. We will bill any additional amounts based on the experience of the individuals involved and the amount of work performed.

Billings are due upon presentation and become delinquent if not paid within 30 days of the invoice date. Any past due fee under this Agreement shall bear interest at the highest rate allowed by law on any unpaid balance. Expenses are billed as incurred and include charges for such items as transportation, meals, lodging, long distance phone, postage, computer charges, photocopying, graphics preparation, invoicing and report processing. Direct expenses are passed through to you without markup. Indirect costs incurred specifically for your work, such as computer processing and copying, are passed through at our estimated clerical and equipment cost of providing the particular service or material. If we elect to suspend our engagement for nonpayment, we may not resume our work until the account is paid in full. If

## **Professional Services Agreement**

Audit and Non-Attest Services

Page 4 of 6

we elect to terminate our services for nonpayment, or as otherwise provided in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our work. You will be obligated to compensate us for fees earned for services rendered and to reimburse us for expenses made through the date of termination. You acknowledge and agree that in the event we stop work or terminate this Agreement as a result of your failure to pay on a timely basis for services rendered by Moss Adams as provided in this Agreement, or if we terminate this Agreement for any other reason, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

### **Limitation on Liability**

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

### **Subpoena or Other Release of Documents**

As a result of our services to you, we may be required or requested to provide information or documents to you or a third-party in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding (including a grand jury investigation), in which we are not a party. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate to protect information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we will construe your inaction or failure as consent to comply with the request. Our efforts in complying with such requests or demands will be deemed a part of this engagement and we shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

### **Document Retention Policy**

At the conclusion of this engagement, we will return to you all original records you supplied to us. Your Company records are the primary records for your operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for your own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Moss Adams may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

### **Use of Electronic Communication**

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential to the Company. Our firm employs measures in the use of facsimile machines and computer technology designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of facsimile transmissions to your representatives and other use of these electronic devices during this engagement as we deem appropriate.

## **Professional Services Agreement**

Audit and Non-Attest Services

Page 5 of 6

### **Enforceability**

In the event that any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this Agreement.

### **Entire Agreement**

This Professional Services Agreement and Engagement Letter constitute the entire agreement and understanding between Moss Adams and the Company. The Company agrees that in entering into this Agreement it is not relying and has not relied upon any oral or other representations, promise or statement made by anyone which is not set forth herein.

In the event the parties fail to enter into a new Agreement for each subsequent calendar year in which Moss Adams provides services to the Company, the terms and conditions of this PSA shall continue in force until such time as the parties execute a new written Agreement or terminate their relationship, whichever occurs first.

### **Use of Moss Adams' Name**

The Company may not use any of Moss Adams' name, trademarks, service marks or logo in connection with the services contemplated by this Agreement or otherwise without the prior written permission of Moss Adams, which permission may be withheld for any or no reason and may be subject to certain conditions.

### **Use of Third-Party Service Providers**

We may use third-party service providers in serving you. In such circumstances, if we need to share confidential information about the Company with these service providers, we will require that the third-party service providers maintain the confidentiality of your information.

### **Use of Nonlicensed Personnel**

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

### **Dispute Resolution Procedure and Venue**

This Agreement shall be governed by the laws of the state of Washington, without giving effect to any conflicts of laws principles. If a dispute arises out of or relates to the engagement described herein, and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If the parties are unable to agree on a mediator, the parties shall petition the state court that would have jurisdiction over this matter if litigation were to ensue and request the appointment of a mediator, and such appointment shall be binding on the parties. Each party shall be responsible for its own mediation expenses, and shall share equally in the mediator's fees and expenses.

If the claim or dispute cannot be settled through mediation, each party hereby irrevocably (a) consents to the exclusive jurisdiction and venue of the appropriate state or federal court located in King County, state of Washington, in connection with any dispute hereunder or the enforcement of any right or obligation hereunder, and (b) WAIVES ITS RIGHT TO A JURY TRIAL. EACH PARTY FURTHER AGREES THAT ANY SUIT ARISING OUT OF OR RELATED TO THIS AGREEMENT MUST BE FILED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ARISES.

### **Termination**

This Agreement may be terminated by either party, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination: (a) you shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared

**Professional Services Agreement**

Audit and Non-Attest Services

Page 6 of 6

pursuant to this Agreement, (c) neither party shall be liable to the other for any damages that occur as a result of our ceasing to render services, and (d) we will require any new accounting firm that you may retain to execute access letters satisfactory to Moss Adams prior to reviewing our files.



# CITY OF IDAHO FALLS

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

MUNICIPAL SERVICES

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

April 17, 2014

## MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Craig Rockwood, Municipal Services Director  
SUBJECT: **BID IF-14-10, NEW MOWERS**

Attached for your consideration is the tabulation for above subject bid.

It is the recommendation of Municipal Services and Parks and Recreation Division to accept the sole bid of Rocky Mountain Turf Equipment to furnish One (1) New 2014 Jacobsen Eclipse 322/62851 Reel Mower and Two (2) New 2014 Jacobsen LF550/68011 Reel Mowers for a Lump Sum Total Amount of \$116,845.00, with trade-ins #993 and #9504.

Respectfully,

A handwritten signature in black ink, appearing to read "Craig Rockwood".

CRAIG ROCKWOOD  
MUNICIPAL SERVICES DIRECTOR

CR/ch

Attachment

# City of Idaho Falls

PO BOX 50220  
IDAHO FALLS, IDAHO 83405  
PHONE: (208) 612-8433

Office of Purchasing Agent

Opening Date: March 25, 2014

## TABULATION BID IF-14-10

Three (3) New 2014 Reel Mowers

BIDDER	1A) RMT Equipment Boise, ID	1B) RMT Equipment Boise, ID
<b>SECTION I:</b> One (1) New 2014 Hybrid Reel Mower with Three (3) Wheels		
Manufacturer	Jacobsen	Jacobsen
Model	Eclipse 322/62851	Eclipse 322/62825
Year	2014	2012
Delivery Time	30 Days ARO	30 Days ARO
PRICE WITHOUT TRADE-IN	\$32,695.00	\$31,985.00
Trade-in Allowance #993	\$750.00	\$750.00
<b>PRICE WITH TRADE-IN</b>	<b>\$31,945.00</b>	<b>\$31,235.00</b>
<b>SECTION II:</b> One (1) New 2014 Reel Mower with Five (5) Reels		
Manufacturer	Jacobsen	NO BID
Model	LF550/68011	
Year	2014	
Delivery Time	30 Days ARO	
<b>PRICE WITHOUT TRADE-IN</b>	<b>\$43,700.00</b>	
Trade-in Allowance #9301	\$2,500.00	
<b>PRICE WITH TRADE-IN</b>	<b>\$41,200.00</b>	
<b>SECTION III:</b> One (1) New 2014 Reel Mower with Five (5) Reels		
Manufacturer	Jacobsen	NO BID
Model	LF550/68011	
Year	2014	
Delivery Time	30 Days ARO	
PRICE WITHOUT TRADE-IN	\$43,700.00	
Trade-in Allowance #9504	\$2,500.00	
<b>PRICE WITH TRADE-IN</b>	<b>\$41,200.00</b>	



# CITY OF IDAHO FALLS

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

MUNICIPAL SERVICES

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

April 17, 2014

## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Craig Rockwood, Municipal Services Director

SUBJECT: **BID IF-14-13 ONE (1) NEW 2014 OR NEWER AUTOMATED SIDE LOAD REFUSE CONTAINER BODY- MINIMUM 14 CUBIC YARD MOUNTED ON ONE (1) NEW 2014 OR NEWER CONVENTIONAL CAB AND CHASSIS**

Attached for your consideration is the tabulation for above subject bid.

It is the recommendation of Municipal Services and the Parks and Recreation Division to accept the low bid of Rush Truck Centers to furnish One (1) New 2014 Wayne Autocat Refuse Container Body mounted on a New 2015 International Cab and Chassis in the amount of \$164,730.00.

Respectfully,

A handwritten signature in black ink, appearing to read "Craig Rockwood".

CRAIG ROCKWOOD  
MUNICIPAL SERVICES DIRECTOR

CR/ch

Attachment

# City of Idaho Falls

P. O. BOX 50220  
IDAHO FALLS, IDAHO 83405  
PHONE: (208) 612-8433  
FAX: (208) 612-8536

Office of Purchasing Agent

Opening Date: April 09, 2014

## TABULATION BID IF-14-13

One (1) New 2014 or Newer Automated Side Load Refuse Container Body - 14 Cubic Yard  
Mounted on One (1) New 2014 or Newer Conventional Cab and Chassis

BIDDER	1) Rush Truck Centers Boise, ID	2) Freightliner of Idaho Jerome, ID
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### REFUSE CONTAINER BODY

Manufacturer	Wayne	Wayne
Model	AutoCat	AutoCat
Year	2014	2014

### CAB AND CHASSIS

Manufacturer	International	Freightliner
Model	4300 SBA 4x2	M2 106
Year	2015	2015
Delivery Time of Complete Unit	120 – 150 Days	160 – 190 Days ARO

<b>PRICE</b>	<b>\$164,730.00</b>	<b>\$170,686.00</b>
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Sub-Bidder Container Refuse Body	Solid Waste Systems	Solid Waste Systems
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# CITY OF IDAHO FALLS

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

MUNICIPAL SERVICES

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

April 17, 2014

## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Craig Rockwood, Municipal Services Director

SUBJECT: **BID IF-14-16, FURNISHING/INSTALLING/REMOVING PUBLIC SAFETY EQUIPMENT IN IDAHO FALLS POLICE VEHICLES**

Attached for your consideration is the tabulation for above subject bid.

It is the recommendation of Municipal Services and the Police Department to accept the lowest responsive, responsible bidder, Teton Communications, to furnish the equipment required for the police vehicles for a lump sum amount of \$64,929.55.

Respectfully,

A handwritten signature in black ink, appearing to read "C. Rockwood", written over a horizontal line.

CRAIG ROCKWOOD  
MUNICIPAL SERVICES DIRECTOR

CR/ch

Attachment

# CITY OF IDAHO FALLS

PO BOX 50220

IDAHO FALLS, ID 83405-0220

Phone 208-612-8433

Fax 208-612-8536

E-Mail: [purchasing@idahofallsidaho.gov](mailto:purchasing@idahofallsidaho.gov)

Office of Purchasing Agent

Opening Date: April 15, 2014

## TABULATION

### BID IF-14-16

Furnishing / Installing / Removing Public Safety Equipment in Idaho Falls Police Vehicles  
as Specified – Including but not Limited to Lights, Car Consoles, Partitions, Etc.

BIDDER

1) Teton Communications, Inc.

Idaho Falls, ID

Addendum Acknowledged

Yes

**Section I:** Furnishing / Installing Public Safety Equipment –  
Marked Patrol Vehicles: Ford Interceptor

**PRICE**

\$31,120.70

**Section II:** Furnishing / Installing Public Safety Equipment –  
Unmarked Patrol Vehicles: Ford Interceptor

**PRICE**

\$6,636.69

**Section III:** Furnishing / Installing Public Safety Equipment  
– Unmarked Patrol Vehicles: Ford Interceptor

**PRICE**

\$5,736.80

**Section IV:** Furnishing / Installing Public Safety Equipment  
– Unmarked Patrol Vehicles: Ford Taurus

**PRICE**

\$10,879.65

**Section V:** Furnishing / Installing Public Safety Equipment –  
Unmarked Patrol Vehicles: Dodge Charger

**PRICE**

\$7,311.71

**Section VI:** Patrol Vehicle Teardown of Current Vehicles  
Used by Idaho Falls Police Department

**PRICE**

\$3,244.00

**LUMP SUM TOTAL AMOUNTS FOR  
SECTIONS I – VI**

**\$64,929.55**



# CITY OF IDAHO FALLS

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

MUNICIPAL SERVICES

April 22, 2014

PHONE: (208) 612-8249

FAX: (208) 612-8148

## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Craig Rockwood, Municipal Services Director

SUBJECT: **PLACEMENT OF BOILER AND MACHINERY AND PROPERTY  
COVERAGE FOR ALL HYDRO PROJECTS**

It is respectfully requested that the Mayor and Council authorize Municipal Services to bind the insurance Coverage for all Four of the Cities Hydro Electric Projects with Starr Tech-Ace American Insurance Company, Essex and Aspen Insurance Companies. The deductible is \$250,000 for property loss and 45 days on the Business Interruption. The Coverage is for a one (1) year period beginning April 29, 2014. The Premium is \$296,530.00 and Fred A Moreton & Company is the Broker for this Coverage.

Respectfully,

A handwritten signature in black ink, appearing to read "C. Rockwood", written over a horizontal line.

CRAIG ROCKWOOD  
MUNICIPAL SERVICES DIRECTOR

CR/ch



## City of Idaho Falls

P. O. Box 50220  
Idaho Falls, ID 83405

**Effective Date of Coverage:**

April 29, 2014

**Allan Ranstrom**  
Senior Vice President

**Chad Ranstrom**  
Vice President

**Lisa Reckamp**  
Account Manager

**Moreton & Company**  
12639 West Explorer Drive, Suite 200 | Boise, ID 83713  
(208) 321-9300 | Fax (208) 321-0101 | moreton.com  
Insurance | Employee Benefits | Surety  
CA License No. 0522220

## Table of Contents

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TRUSTED SINCE 1910

## Your Insurance Broker

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Moreton & Company, founded in 1910, is an independently owned and operated insurance agency serving the insurance needs of business, public entities and residents.

Regional, national and international representation through Assurex Global allows us to draw on resources that are both expert and independent. Our expertise, dedication to superior service, and ability to provide quality, price effective products has made us the area's most diversified and resourceful independent broker.

## Mission Statement

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We will consistently exceed expectations by providing solutions that go beyond the needs of our clients and customers. We will be timely, fair, and professional with our suppliers, carriers, and partners. We will provide a prosperous, professional, and energetic workplace.

## Changes & Developments

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It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as new locations, expansion to another state, new products, or new applications of existing products. This includes traveling, shipping via ground, air, rail, etc., or to new states or foreign exposures.
- Mergers and/or acquisition of new companies, as well as dissolving of companies.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Circumstances which may require increased insurance limits.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
- Immediate advice of any changes to the vehicle schedule or to scheduled equipment such as contractor's equipment, electronic data processing, etc.
- Property of yours that is in transit or off-premises, unless we have arranged for the insurance previously.
- Any changes in existing premises including vacancy, (whether temporary or permanent), alterations, demolition, etc. Also, any new premises, either purchased, constructed or occupied.

Please contact your Sales Executive or Account Manager with any other changes not mentioned above. This list is not all inclusive for all the different changes our customers go through.



TRUSTED SINCE 1910

## Disclosures/Disclaimers

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- **This is a coverage proposal, not a legal contract.** This proposal is provided to help you understand your insurance program. It provides only a general description of insurance coverages and is not an insurance contract. Please refer to the actual policies for specific terms, conditions, limitations, and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage.
- If the contents of this proposal and the terms and conditions of the policy are contradictory, the language of the policy will govern.
- In evaluating your exposure to loss, we have been **dependent upon information provided by you.** If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, let us know so your coverage reflects the changes.
- The liability or property limits shown on this proposal are per your request or per expiring policies. **Higher liability or property limits** may be available. We can provide you with a quotation on the additional cost for the increased protection.
- The coverages shown on this proposal are per your request or per expiring policies. **Additional coverages**, such as earthquake, flood, pollution liability, professional liability, cyber liability, etc. **may be available.** We can provide you a quotation on the additional cost for the increased protection.
- **Moreton & Company is concerned with the environment.** Policies and endorsements will be sent to you electronically. If you prefer paper copies, please let us know. We will accommodate your needs.
- **Moreton & Company will negotiate insurance coverage contracts** on your behalf. Please see your legal representative to negotiate other contracts.
- **Moreton & Company may receive commission** from insurers on transactions described in this proposal.
- **Moreton & Company may receive additional compensation** from insurers based on a combination of *premium volume and loss or claims experience.* If your premium is financed, we may also receive compensation from finance companies.
- The Fred A. Moreton & Company California license number is 0522220.
- The Terrorism Risk Insurance Program Reauthorization Act is set to expire on December 31, 2014. Congressional action will be required for this program to continue after that date. Coverage may cease on that date if no action is taken, regardless of the expiration date of your insurance policy.



TRUSTED SINCE 1910

## Account Service Team

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Moreton & Company  
12639 West Explorer Drive, Suite 200  
Boise, ID 83713  
Phone (208) 321-9300  
Fax (208) 321-0101

No matter how comprehensive or price competitive your insurance program is, it is still people who must service it to ensure that the coverage will respond when it is needed. We feel that our people are our greatest asset – courteous professionals who know that you expect and deserve the very best.

These are the people who will handle your account at Moreton & Company:

**Allan Ranstrom**, Senior Vice President, [allan@moreton.com](mailto:allan@moreton.com), direct phone number (208) 321-2001, will help you with questions about your present policy coverages, and any future insurance needs you might have as your business grows and changes.

**Chad Ranstrom**, Vice President, [cranstrom@moreton.com](mailto:cranstrom@moreton.com), direct phone number (208) 321-2021, will help you with questions about your present policy coverages, and any future insurance needs you might have as your business grows and changes.

**Lisa Reckamp**, Account Manager, [lreckamp@moreton.com](mailto:lreckamp@moreton.com), direct phone number (208) 321-2016:

- Vehicle coverage changes
- Auto ID cards
- Binders, Insurance Certificates
- Evidence of Property Insurance
- Mortgagee/Loan address changes
- Address or location changes
- Billing inquiries

For Claims, contact **Vicky Elam**, [vicky@moreton.com](mailto:vicky@moreton.com), direct phone number (208) 321-2007.

Office Hours:

8:00 a.m. to 5:00 p.m. (Mountain Daylight Time)  
Monday through Friday

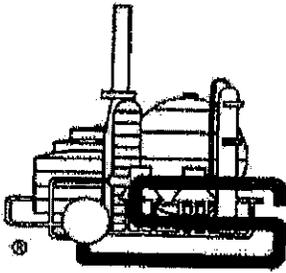


TRUSTED SINCE 1910

## Location Schedule

Named Insured: City of Idaho Falls

Loc. No.	Street	City	State	Zip
1	Upper Dams Powerplant	Idaho Falls	ID	83401
	<b>Building No.</b> 1	<b>Building Description</b> Upper dam		
Loc. No.	Street	City	State	Zip
2	Central (City) Dam	Idaho Falls	ID	83401
	<b>Building No.</b> 1	<b>Building Description</b> Central dam		
Loc. No.	Street	City	State	Zip
3	Lower Power Plant	Idaho Falls	ID	83401
	<b>Building No.</b> 1	<b>Building Description</b> Lower dam		
Loc. No.	Street	City	State	Zip
4	Gem State Plant	Idaho Falls	ID	83402
	<b>Building No.</b> 1	<b>Building Description</b> Gem State dam		



# STARR TECHNICAL RISKS AGENCY, INC.

Ray Walshe  
Assistant Vice President  
Phone: (213) 330-7061

1000 Wilshire, Suite 2200  
Los Angeles, CA 90017  
Fax: (213) 330.7084

## QUOTATION

**NAMED INSURED:** City of Idaho Falls

Page 1 of 27

**POLICY NUMBER:** To Be Advised

**MAILING ADDRESS OF INSURED:** P.O. Box 50220  
Idaho Falls, ID 83405

**DESCRIPTION AND LOCATION OF PROPERTY INSURED:** Per the statement of values submitted by Moreton & Company, dated April 4, 2014

<b>VALUES:</b>	Property Damage:	\$205,480,517
	Business Interruption:	<u>\$ 9,317,946</u>
	<b>Total Insured Value:</b>	<b>\$214,798,463</b>

**TERRITORY:** 50 states of the United States of America plus the District of Columbia

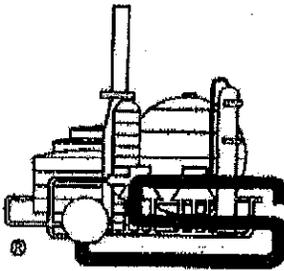
**POLICY PERIOD:** Effective: April 29, 2014 at 12:01 AM  
Expiration: April 29, 2015 at 12:01 AM.

**FORM:** Per the expiring Starr Tech policy #EUTN09150869 and endorsements except as modified by this quote and endorsements listed under Additional Terms and Conditions.

**COVERAGE:** All Risks of direct physical loss or damage, covering Property Damage, Business Interruption and Boiler & Machinery, but excluding Extra Expense.

**VALUATION:** Property Damage: The lesser of the following or as per policy form

1. The applicable Policy Limit, Policy Sublimit or aggregate limit or
2. The cost to rebuild or replace, on the same premises, on the same premises, the lost or damaged property with new property or comparable material and quality, and used for the same purpose or
3. The amount actually spent necessary to repair, rebuild, or replace the lost or damaged property or
4. Actual Cash Value if the property is not repaired, rebuilt or replaced within 2 years of the date of loss.



# STARR TECHNICAL RISKS AGENCY, INC.

Ray Walsha  
Assistant Vice President  
Phone: (213) 330-7061

1000 Wilshire, Suite 2200  
Los Angeles, CA 90017  
Fax: (213) 330.7084

## QUOTATION

**NAMED INSURED:** City of Idaho Falls

Page 2 of 27

Time Element Coverages: Actual Loss Sustained-Gross Earnings

All as further described in the policy form and endorsements

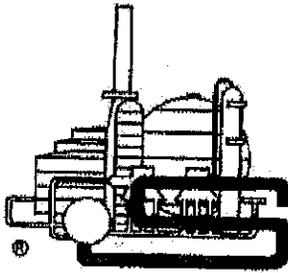
**POLICY LIMIT OF LIABILITY:** \$100,000,000 any one occurrence.

**STARR TECH PARTICIPATION:** 100%, that being \$100,000,000 part of \$100,000,000

**SUBLIMITS:** Sublimits are per occurrence unless specified as Annual Aggregate. If specified as Annual Aggregate, then the most the Company will pay for all losses (including any other coverage(s) or extension(s) of coverage applying) shall be the amount specified as Annual Aggregate

The sublimits below are part of and not in addition to the Policy Limit of Liability. Sublimits are 100% and are subject to Starr Tech percentage participation.

BUSINESS INTERRUPTION	\$9,317,946	Monthly limit per plant
EXTRA EXPENSE:	\$1,000,000	
DEBRIS REMOVAL:	THE GREATER OF 25% OF ADJUSTED DIRECT PROPERTY LOSS OR \$5,000,000	
EXPEDITING COST	\$500,000	
TRANSIT	\$500,000	
EARTHQUAKE:	\$30,000,000	Annual Aggregate
EARTHQUAKE IN CALIFORNIA:	NO COVERAGE	
FLOOD	\$30,000,000	Annual Aggregate
NEWLY ACQUIRED-90 DAYS:	\$5,000,000	
VALUABLE PAPERS AND RECORDS:	\$5,000,000	
ACCOUNTS RECEIVABLE:	\$5,000,000	
DEMOLITION & INCREASED COST OF CONSTRUCTION:	\$2,500,000	
HAZARDOUS SUBSTANCES OR CONTAMINATION-NAMED PERILS	\$500,000	Annual Aggregate
HAZARDOUS SUBSTANCES OR CONTAMINATION-ACCIDENT	\$500,000	Annual Aggregate
ASBESTOS AND ASBESTOS-CONTAINING MATERIAL	\$250,000	Annual Aggregate
MISCELLANEOUS UNNAMED LOCATIONS	\$250,000	
GEM STATE DAM:	\$27,858,431	(Combined PD & TE)
UPPER DAM:	\$17,078,834	(Combined PD & TE)
CENTRAL DAM:	\$17,078,834	(Combined PD & TE)
LOWER DAM:	\$17,078,834	(Combined PD & TE)



# **TARR TECHNICAL RISKS AGENCY, INC.**

Ray Walshe  
Assistant Vice President  
Phone: (213) 330-7061

1000 Wilshire, Suite 2200  
Los Angeles, CA 90017  
Fax: (213) 330.7084

## QUOTATION

**NAMED INSURED: City of Idaho Falls**

**Page 3 of 27**

**DEDUCTIBLES:** All deductibles listed below are per occurrence

Property Damage: \$250,000 except

EARTHQUAKE: \$250,000 except

FLOOD: 3% of the total insurable values at risk per location subject to a minimum of \$500,000 for contents and \$500,000 for buildings per occurrence.

PROPERTY IN TRANSIT: \$10,000

TIME ELEMENT (BI and EE): 1,080 Hours

\*If a number of hours apply as a TIME ELEMENT deductible then the Company shall not be liable for any losses occurring during the specified number of hours immediately following the occurrence

As respects real and personal property, all claims for loss, damage or expense arising out of any one occurrence shall be adjusted as one claim and from the amount of each such adjusted claim there shall be deducted the sum stated on the Declarations Page.

Deductibles for Property Damage and Time Element shall be applied separately.

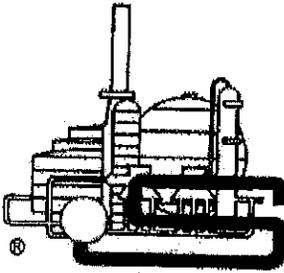
### **TERRORISM**

As respects Acts of Terrorism as defined by the Terrorism Risk Insurance Act, as amended, the Insured has the option to exclude this coverage. To exclude coverage the Insured must affirmatively opt out of the coverage by signing the attached Policyholder Disclosure Statement prior to binding. If the Insured elects to exclude coverage, then the attached Terrorism Exclusion (Form #71330 - 01/08) shall be endorsed on to the Policy.

We also offer a coverage option for Acts of Terrorism not Certified under the Terrorism Risk Insurance Act, as amended. If the Insured chooses to exclude this coverage, then the attached Terrorism Exclusions (Form #71331 or 71332 - 01/08) shall be endorsed to the Policy. To exclude coverage, the Insured must affirmatively opt out of the coverage by signing one of the attached letters A or B.

In all cases, Terrorism coverage outside of the United States is excluded.

The table below can be used to determine the endorsements and documentation that are needed to effect coverage desired by the Insured.



# TARR TECHNICAL RISKS AGENCY, INC.

Ray Walsh  
 Assistant Vice President  
 Phone: (213) 330-7061

1000 Wilshire, Suite 2200  
 Los Angeles, CA 90017  
 Fax: (213) 330,7084

## QUOTATION

**NAMED INSURED:** City of Idaho Falls

Page 4 of 27

Certified Terrorism Coverage (TRIA)	Non-Certified Terrorism Coverage	Applicable Terrorism Exclusion	Letter Required From Insured
purchased	rejected	71332, 71333 & 71334	Policy Disclosure Statement and Letter B
purchased	purchased	71333 & 71334	Policyholder Disclosure Statement
rejected	purchased	71330	Policyholder Disclosure Statement
rejected	rejected	71330 and 71331	Policy Disclosure Statement and Letter A

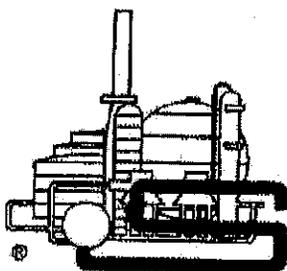
### TRIPRA:

ATTACHED PLEASE FIND A DISCLOSURE NOTICE REQUIRED BY THE TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2007 ("REAUTHORIZATION ACT").

COVERAGE OF "ACTS OF TERRORISM" AS DEFINED BY THE REAUTHORIZATION ACT WILL BE PROVIDED FOR THE PERIOD FROM THE EFFECTIVE DATE STATED ABOVE THROUGH THE EARLIER OF THE EXPIRATION DATE STATED ABOVE OR DECEMBER 31, 2014. EFFECTIVE DECEMBER 31, 2014 THE TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT EXPIRES.

### ADDITIONAL TERMS AND CONDITIONS:

1. Coverages and/or Extensions of Coverage not specifically mentioned, even though they may be outlined in your submission, are not included.
2. Monthly limit on Business interruption applies as per the Business Income Worksheet provided by the insured.
3. Premium to be paid in full within 30 days of inception.
4. Business Interruption coverage shall only apply to those locations where Business Interruption values have been declared.
5. 72 Hour Occurrence Definition applies to Wind, Flood, Earthquake and Riot.
6. Transmission and Distribution lines, line transformers, towers and poles, equipment or apparatus connected therewith, located beyond 1,000 ft. from any Insured premises are excluded.
7. Extra Expense coverage, if provided, does not include generation, transmission, purchase, replacement, trade or distribution of electrical power.
8. Signed Statement of Property Values to be provided within 30 days of effective date.
9. Signed Business Interruption Worksheet to be provided within 30 days of effective date.
10. In addition to the expiring endorsements, the following Company Mandated Endorsements and Policy Documents will be attached upon policy issuance:
  - a. Terrorism Exclusions (Based on Table Above)
  - b. U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policy Holders (IL 00 17 11 98)



# STARR TECHNICAL RISKS AGENCY, INC.

Ray Walshe  
Assistant Vice President  
Phone: (213) 330-7061

1000 Wilshire, Suite 2200  
Los Angeles, CA 90017  
Fax: (213) 330.7084

## QUOTATION

**NAMED INSURED: City of Idaho Falls**

**Page 5 of 27**

- c. Loss Notification Instructions
- d. Asbestos Exclusion
- e. Authorities Endorsement.
- f. Biological or Nuclear Exclusion Endorsement
- g. Bridge Wording
- h. Electronic Data/Media Exclusion Endorsement
- i. Extra Expense Coverage Restriction Endorsement
- j. Mold Exclusion
- k. Political Risk Exclusion
- l. Trade or Economic Sanctions Endorsement – ALL-21101 (11/06)
- m. State Amendatory Endorsements

**STARR TECH PREMIUM:**

\$239,830, plus applicable State or Local Surcharges, Taxes and Fees, excluding Acts of excluding Acts of Terrorism.

**STARR TECH CERTIFIED  
TERRORISM PREMIUM:**

\$11,926, plus any State or Local Surcharges, Taxes or Fees, as respects Certified Acts of Terrorism as defined by the Terrorism Risk Insurance Act, as amended.

**STARR TECH NON-CERTIFIED  
TERRORISM PREMIUM:**

\$1,325, plus applicable State or Local Surcharges, Taxes and Fees, as respects Non-Certified terrorism.

**STARR TECH BOILER AND MACHINERY  
JURISDICTIONAL INSPECTION FEE:**

There are currently no jurisdictional objects shown as due in the proposed policy period. If an inspection is needed or requested, an additional fee would apply.

**STARR TECH LOSS CONTROL  
ENGINEERING INSPECTION FEE:**

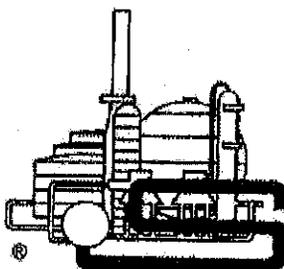
\$4,500 The Engineering Fee is exclusive of any commissions, taxes, fees or surcharges.

**JURISDICTION:**

State of New York

**CURRENCY:**

United States Dollars (\$US)



# **STARR TECHNICAL RISKS AGENCY, INC.**

Ray Walshe  
Assistant Vice President  
Phone: (213) 330-7061

1000 Wilshire, Suite 2200  
Los Angeles, CA 90017  
Fax: (213) 330.7084

## QUOTATION

**NAMED INSURED:** City of Idaho Falls

Page 6 of 27

**SECURITY:** ACE American Insurance Company (A.M. Best Rating: A+, Financial Size XV)

**CANCELLATION:** 30 days except 10 days for nonpayment of premium.

**PRODUCER & ADDRESS\*:** Moreton & Company  
12639 West Explorer Drive, Suite 200  
Boise, ID 83713  
Attn: Mr. Chad Ranstrom or Mr. Allan Ranstrom

\*NOTE: Broker to provide licensing information which will be verified prior to binding. No policies will be bound with a business entity or broker whose license is 1) not current and 2) has not been confirmed.

THE COMPANY MAY WITHDRAW THIS QUOTATION AT ANY TIME PRIOR TO ACCEPTANCE AND IN NO EVENT WILL IT REMAIN OPEN FOR ACCEPTANCE BEYOND April 28, 2014. COVERAGE MAY NOT BE BOUND WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE COMPANY.

Authorized Signature: \_\_\_\_\_

Starr Technical Risk Agency, Inc.

Date: April 10, 2014



TRUSTED SINCE 1910

## Excess Earthquake and Flood

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Named Insured: City of Idaho Falls  
Insurance Company Name: Essex Insurance Company & Aspen Insurance  
A.M. Best Rating: A (Excellent)  
Effective Date: 4/29/2014

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### Earthquake (Commercial Lines)

Limits	Deductible
\$20,000,000 excess of \$30,000,000	\$250,000

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### Flood - Commercial

Description	Deductible
\$20,000,000 excess of \$30,000,000	3% total insurable values at risk per location subject to a minimum of \$500,000 for Contents and \$500,000 for buildings



TRUSTED SINCE 1910

## Premium Summary

Named Insured: City of Idaho Falls

Coverage	Expiring Premium	Renewal Premium
Property	\$ 200,000.00	\$ 245,655.00
Excess Earthquake and Flood	\$ N/A	\$ 50,875.00
Your insurance program, when written as proposed in this presentation, develops an estimated annual premium of	\$ 200,000.00	\$ 296,530.00

\*Property values increased from \$149,047,432 to \$214,798,463

Optional Additional Terrorism Coverage -- Property \$11,926.00  
-- Excess Earthquake and Flood \$62,500

Payment Terms Available: Agency Bill, Annual Payment



TRUSTED SINCE 1910

## Marketing Summary

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Named Insured: City of Idaho Falls

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Carrier	Results
Axis Insurance	Declined
Energi	Declined
Iron Shore	Declined
XL Group	Declined
Zurich	Quoted \$479,660



# CITY OF IDAHO FALLS

## PLANNING AND BUILDING DIVISION

P.O. BOX 50220  
IDAHO FALLS, IDAHO 83405-0220  
[www.idahofallsidaho.gov](http://www.idahofallsidaho.gov)

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

BGC-039-14

### MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Brad Cramer, Director  
**SUBJECT:** Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards, Snake River Landing Division No. 8  
**DATE:** April 18, 2014

Attached is the application for a Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Snake River Landing Division No. 8. The Planning Commission considered this item at its November 13, 2012 meeting and recommended approval. The applicant delayed submitting the application to City Council until details for the anticipated project for the site were clear. Staff concurs with the recommendation of the Planning Commission. This item is now being submitted to the Mayor and City Council for consideration.

cc: Rose Anderson, City Clerk  
File

Attachments: Vicinity Map  
Aerial Photo  
Final Plat  
Planning Commission Minutes, November 13, 2012  
Staff Report, November 13, 2012  
Reasoned Statement of Relevant Criteria and Standards







November 13, 2012

7:00 p.m.

Planning Division  
Council Chambers

**MEMBERS PRESENT:** Commissioners Natalie Black, Doug Branson, Jake Cordova, Donna Cosgrove, Kurt Karst, George Morrison, Leslie Polson, George Swaney,

**MEMBERS ABSENT:** Brent Dixon, David Hodder, Dee Whittier, and Margaret Winborne.

**ALSO PRESENT:** Planning Director Renée Magee, Assistant Director Brad Cramer, Recording Secretary Debra Petty, and 18 interested citizens.

**CALL TO ORDER:** Chair Cosgrove called the meeting to order at 7:03 p.m. and reviewed the hearing procedures for the public.

**CHANGES/MODIFICATIONS TO AGENDA:** Motion by Karst to recess the conditional use permit for the construction of a concessions and restroom facility at Skyline High School. Motion seconded by Polson. Motion passed. Aye: 8, Nay: 0, Abstain: 0.

**MINUTES:** Commissioner Swaney moved to approve the minutes of October 2, 2012, with corrections. Motion seconded by Commissioner Morrison. Aye: 8, Nay: 0, Abstain: 0.

**PUBLIC HEARINGS:**

**Annexation of 3.504 Acres with Initial Zoning of I&M-1:** Cramer reviewed the staff report, a part of the record. He said the request is a "housekeeping" issue and is the last remaining parcel owned by Targhee Partners. The request for zoning is consistent with the future land use map for the City of Idaho Falls. Access to the site is being relocated north of the Docutech building. This annexation as well as the Docutech property will be served by one access to Holmes Avenue.

Chair Cosgrove opened the hearing to public comment. Seeing none, the hearing was closed to public comment.

**Commissioner Swaney moved to recommend to the Mayor and City Council approval of the annexation of 3.05 acres owned by Targhee Partners and initial zoning of I&M-1. Motion seconded by Commissioner Morrison. Motion passed. Aye: 8, Nay: 0, Abstain: 0.**

**Revised Preliminary Plat, Final Plats for Division Nos. 6, 7, and 8, and Rezoning from C-1 to R-3A and CC-1:** Magee reviewed the staff report, a part of the record. She said the request is for approval of a revised preliminary plat; a recommendation to the Mayor and City Council for approval of the final plats entitled Division Nos. 6, 7, and 8; and a recommendation to rezone Division No. 7 from C-1 to CC-1, and Division Nos. 6 and 8 from C-1 to R-3A. The preliminary plat is being modified to reflect a revised road pattern. Bluff Street will no longer travel south to connect with Snake River Parkway but will end at Whitewater Drive. Lochsa River Drive moves 60 feet south and intersects with White Sand Creek Way. There still exists the possibility for a looped road system to serve the property south of Lochsa River Drive. Prior to consideration by the City Council, the southern lot line for Lot 3, Block 3, Division No. 7 will be

adjusted to move Whitewater Drive to the south to align with Pioneer Road. The subdivision ordinance limits block lengths to 1,300 feet. To meet this requirement, Whitewater Drive should extend across the Porter Canal.

Magee said the final plats are consistent with the preliminary plat and comply with the subdivision ordinance.

The request is to rezone Division No. 7 from C-1 to CC-1. The CC-1 zone does not have required setbacks and land uses permitted are increased, including manufacturing and assembly from parts. The existing zoning on Pier View Drive is CC-1. The request is to rezone Division No. 6 and No. 8 from C-1 to R-3A. R-3A allows apartments and offices but not commercial uses.

In response to a question from Cosgrove, Magee explained Whitewater Drive may not extend across Porter Canal until the area west of the canal develops. Therefore, a temporary turn-around is proposed.

Chair Cosgrove opened the hearing to public comment.

**Clint Boyle, Horrocks Engineers, 5700 E Franklin Road, Nampa, Idaho.** Mr. Boyle said he has worked in many communities and Snake River Landing is a premier development. The revised preliminary plat is the same except the road pattern. Bluff Drive south of Whitewater Drive will be a public pathway instead of a roadway. Bluff Street was removed to accommodate the pathway and fire access drive, and parcel alignments are adjusted slightly to facilitate future tenants and users.

The proposed CC-1 zone north of Whitewater Drive is consistent with existing zoning along Pier View Drive. Although it cannot be predicted when the road system, i.e., Whitewater Drive, Event Center Drive, and Pioneer Road, will develop, the streets will create a loop road system. For now Whitewater Drive will extend to the Porter Canal with a temporary turnaround. He said the 1,300 foot restrictions for block length will be addressed as development continues.

Mr. Boyle said three plats are being presented, each as a standalone phase. The plan is to record Division No. 6 for development of the road system. There will be a minor alteration made to Division No. 7 for the anticipated connection of Whitewater Drive to Pioneer Road. This correction will be made prior to Council consideration. Boyle told Cosgrove the developer has met with the canal company and they are aware of proposed future development and are supportive.

**Debbie Jones-Hillman.** Ms. Jones-Hillman represents a resident on Pioneer Road. She asked for clarification concerning the proposed zoning changes and the zoning of the county parcels adjacent to Snake River Landing. Magee explained the purpose of rezoning from the C-1 to CC-1 zone is to reduce setback requirements. Rezoning from C-1 to R-3A limits land uses to residential and office buildings. She believes the properties adjacent to Snake River Landing have the county zoning designation of A-1.

**Clint Boyle, Horrocks Engineers.** Mr. Boyle reconfirmed the R-3A zone allows a reduced setback and allows residential uses.

Chair Cosgrove closed the hearing to public comment.

Polson said she is supportive of the proposed requests. The adjustment to the preliminary plat is minor and the rezoning accommodates future development consistent with existing development.

**Commissioner Karst moved to approve the revised preliminary plat as presented by staff. Motion seconded by Commissioner Cordova. Motion passed. Aye: 8, Nay: 0, Abstain: 0.**

**Commissioner Polson moved to recommend approval of the final plats for Snake River Landing, Division Nos. 6, 7, and 8, as presented by staff. Motion seconded by Cordova. Motion passed. Aye: 8, Nay: 0, Abstain: 0.**

**Commissioner Karst moved to recommend to Mayor and Council approval of the rezone of Division No. 7 from C-1 to CC-1 and Division Nos. 6 and 8 from C-1 to R-3A. Motion seconded by Cordova. Motion passed. Aye: 8, Nay: 0, Abstain: 0.**

**Miscellaneous:** Magee said a representative of Young Electric Sign Company (YESCO) wishes to meet with the commission to discuss changes to the sign ordinance for LED signs in the PB zone. Cramer said the request is based on the number of professional clients wishing to use LED signs for advertising. The representative is seeking monument LED signs. Karst asked for more specific information about the request. He does not want to waste the commission's or YESCO's time if the request is unrealistic.

Morrison is dissatisfied with development proposals which meet development regulations but are very poor developments. The developments are not in the best interest of the community, e.g. the new development in Fenway Park. Building separation is poor and landscaping is not sufficient. It is unfair to future residents and neighboring developments. Cramer said the issue is the planned unit development ordinance. He suggested the commission identify the problems with the ordinance and work on needed revisions. Cosgrove asked the staff to present examples of what works and what does not work for future consideration by the commission.

The meeting adjourned at 8:10 p.m.

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Debra Petty, Recording Secretary

**IDAHO FALLS PLANNING COMMISSION STAFF REPORT**  
**Revised Preliminary Plat, Final Plats for Division Nos. 6, 7, and 8,**  
**and Rezoning from C-1 to R-3A and CC-1**  
**Snake River Landing**  
**November 13, 2012**



Planning and  
Building Division

<p><b>Applicant:</b> Horrocks Engineers, Inc.</p> <p><b>Location:</b> West and adjacent to Snake River Parkway, south of Crane, east of I-15</p> <p><b>Size:</b> 25.1 acres</p> <p><b>Existing Zoning:</b> Site, east, south: C-1 North, west: County A-1</p> <p><b>Existing Land Uses:</b> Site, south: Vacant North: Storage units, vacant, single-family residence East: Office, restaurant, single-family residential, vacant West: Single-family residence, vacant</p> <p><b>Future Land Use Map:</b> Greenbelt Mixed Uses</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Zoning and subdivision ordinance information</li> <li>2. Rezoning considerations</li> <li>3. Comprehensive plan information</li> <li>4. Maps and aerial photos</li> <li>5. Letter from applicant regarding rezoning.</li> </ol>	<p><b>Requested action:</b> Approval of the revised preliminary plat; recommendation to Mayor and Council for approval of the final plats for Division Nos. 6, 7, and 8; rezoning of Division No. 7 from C-1 to CC-1 and Division Nos. 6 and 8 from C-1 to R-3A.</p> <p><b>Staff Comments:</b></p> <p><b>Preliminary Plat:</b> The primary difference between the existing and proposed preliminary plat is the road pattern. Bluff Street will end at Whitewater Drive rather than continuing south. Lochsa River Drive is moved to the south approximately 60 feet and intersects with White Sand Creek Way, a newly proposed street 270 feet west of Bluff Street. With the elimination of Bluff Street south of Whitewater, there will be a looped street to serve the property to south of the preliminary (Waterside Drive, "R", and "S").</p> <p><b>Whitewater Drive:</b> Whitewater Drive has been adjusted to align with the east-west portion of Pioneer Road west of the canal. A traffic impact study for the events center is being prepared: depending on the results, a bridge may be constructed across the Porter Canal.</p> <p><b>Final Plats:</b> The final plats are each consistent with the proposed preliminary plat and comply with the subdivision ordinance. See table reviewing requirements.</p> <p><b>Rezone:</b> The rezone from C-1 to CC-1 covers Division No. 7, i.e., 10.9 acres. CC-1 has been used along Pier View Drive in SRL. There are no setbacks in the CC-1 zone. CC-1 expands some of the allowed land uses to include light manufacturing and assembly within buildings which is complimentary to the plan policies. CC-1, which was originally written for downtown Idaho Falls, has also been used in Taylor Crossing. The rezoning request from C-1 to R-3A covers Division No. 6 and No. 8 or about 15.3 acres south of Whitewater Drive. The allowed uses are apartments and professional offices. While C-1 allows both of these uses, R-3A limits the uses in these divisions to uses consistent with the original Snake River Landing master plan. In April, 2012, the Commission recommended rezoning Division No. 4, which is on the southwest corner of Whitewater and Snake River Parkway, to R-3A. However, the applicant did not take the rezoning request to City Council. Single-family homes are being constructed east of Snake River Parkway.</p>
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**Transportation Plan:** Snake River Parkway: Collector/Minor arterial  
I-15—Interstate  
Pancheri—Minor Arterial

**Soils Data:** Pits—Pits is excavation from which the surface layer and, commonly, the underlying material have been removed, exposing either rock or other material that supports few if any plants of economic value

Heiseton fine sandy loam, drained—Very deep soil is on flood plains along the Snake River. Permeability of this soil is moderately rapid, runoff is slow, and the hazard of erosion is slight. Main limitations for roads and streets are first action and low soil strength.

**Subdivision Ordinance:** Boxes with an “X” indicate compliance with requirement

REQUIREMENTS	Staff Review
Property is contiguous or adjacent to the City boundaries.	X Annexed and zoned C-1
Building envelopes sufficient to construct a building.	X
Lot dimensions conform to the minimum standards of Zoning Ordinance.	X
Lots have full frontage on, and access to, a dedicated street.	X
Residential lots do not have direct access to arterial streets.	NA
Direct access to arterial streets from commercial or industrial lots shall be permitted only where it can be demonstrated that: 1) The direct access will not impede the flow of traffic on the arterial or otherwise create an unsafe condition; 2) There is no reasonable alternative for access to the arterial via a collector street; 3) There is sufficient sight distance along the arterial from the proposed point of access; 4) The proposed access is located so as not to interfere with the safe and efficient functioning of any intersection; and 5) The developer or owner agrees to provide all improvements, such as turning lanes or signals, necessitated for the safe and efficient uses of the proposed access.	NA
Adequate provisions shall be made for soil preservation, drainage patterns, and debris and waste disposal and collection.	X
Sidelines of lots shall be at, or near, right angles or radial to the street lines. All corner lots shall have a minimum radius of twenty feet on the property line.	X
All property within the subdivision shall be included within a lot or area dedicated for public use.	X
All corner lots zoned RP through R-3, inclusive, shall be a minimum of ten percent larger in area than the average area of all similarly zoned lots in the plat or subdivision under consideration.	NA
All major streets in subdivision must conform to the major street plan of the City, as set forth in Comprehensive Plan.	X
The alignment and width of previously platted streets shall be preserved unless topographical conditions or existing buildings or	X

structures required otherwise.	
Residential lots adjoining arterial streets shall comply with: 1) Such lots shall have reverse frontage on the arterial streets, 2) such lots shall be buffered from the arterial street by any effective combination of the following: lot depth, earth berms, vegetation, walls or fences, and structural soundproofing, 3) Minimum lot depth shall be 150 ft except where the use of berms, vegetation, and structures can be demonstrated to constitute an effective buffer, 4) Whenever practical, existing roadside trees shall be saved and used in the arterial buffer, 5) Parking areas shall be used as part of the arterial buffer for high density residential uses, 6) Annexation and development agreement shall include provisions for installation and continued maintenance of arterial buffers.	NA
Planning Director to classify street on basis of zoning, traffic volume, function, growth, vehicular & pedestrian safety, and population density.	Whitewater Drive, White Sand Creek Way, Lochsa River Drive: Local Streets
Minimum right-of-way widths are: 50 feet for 40 or less homes 60 feet for residential/commercial 70 feet for industrial	X
Permanent dead end streets are less than 600 ft single family and 400 ft for all other uses.	X
Streets intersect at right angles (10% deviation allowed).	X
Minor streets are laid out to discourage through traffic.	X
Minimum street grades of .4% shall be required with the maximum grade being 7% for secondary and major streets and 10% for local or minor streets.	X
Curbs at street intersections shall be rounded with curves having a minimum radius of 25 feet.	X
No plat shall be laid out for the purpose of creating a spite strip.	X
All streets and alleys within the subdivision shall be dedicated for public use. The dedication of ½ streets is prohibited.	X
The minimum width of an alley is 20ft. Alleys may be required along the rear line of all business properties, and in the rear off all fronting major thoroughfares.	NA
Residential block lengths shall not exceed 1300 ft, nor be less than 400 ft.	NA
The City may prohibit the subdivision of any land that lies within the flood plain.	X
No unusual problems anticipated with public utilities.	X

**Rezoning**

**Considerations:** Because the comprehensive plan provides only general guidance for zoning decisions, the Planning Commission shall also take the following considerations into account:

	<b>Staff Comment</b>
The potential for disruption of agricultural irrigation and drainage systems	Landscape lots adjacent to the Porter Canal are not proposed for development. The lots are reserved for homeowner and pedestrian access, landscaping, storm water retention, and public utilities
The potential for damage to neighboring properties or public facilities (including streets, culverts, bridges, and existing storm drains) from accelerated storm water or snow melt run-off	The Snake River Landing development has provided for storm water and snow melt run-off management. There are existing storm lines in Bluff and Whitewater. The large water features to the east of Snake River Parkway are the retention facilities for much of Snake River Landing.
The potential for traffic congestion as a result of development or changing land use in the area and need that may be created for wider streets, additional turning lanes and signals, and other transportation improvements	The proposed rezone from C-1 to R-3A reduces the number and type of permitted land uses. As to the rezone from C-1 to CC-1, many of the uses are similar. Therefore, there are no expected changes in traffic issues. A traffic study for the proposed event center site west of Porter Canal is being prepared and will address traffic needs in the area and a bridge. In 2003, a traffic study was completed for Snake River Landing.
The potential for exceeding the capacity of existing public services, including, but not limited to: schools, public safety services, emergency medical services, solid waste collection and disposal, water and sewer services, other public utilities, and parks and recreational services	No expected issue with exceeding capacities.
The potential for nuisances or health and safety hazards that could have an adverse effect on adjoining properties	No expected adverse impacts.
Recent changes in land use on adjoining parcels or in the neighborhood of the proposed zoning map amendment	A recent change in land use supporting a change to R-3A is the construction of single-family residences on the east side of Snake River Parkway. The comprehensive plan designates Snake River Landing as a place where residents can live, work, and shop. R-3A provides residential zoning but allows offices as well. The planning commission recommended a rezone to R-3A immediately east of Division No. 6. CC-1 matches the zoning on Pier View Drive and promotes the same development pattern found

**Zoning Ordinance: C-1 Limited Business (Section 7-10)**

**Permitted uses:**

- A. Any use permitted in the RSC-1 Residential Shopping Zone.
- B. Appliance Shops and Appliance Service Establishments.
- C. Bakeries.
- D. Motels.
- E. Beer Parlors, Taverns, as a secondary use only, when incidental to such uses as clubs, lodges and restaurants.
- F. Commercial Garages, but NOT including the storage of wrecked or dismantled automobiles.
- G. Dwellings and Home Occupations.
- H. Radio and T.V. Studios and Antennas.
- I. Glass Cutting and Installation.
- J. Public Buildings and Public Utility Buildings and Structures.
- K. Plumbing and Carpet Shops and similar Craft Shops.
- L. Drive-in Restaurant, or Restaurant with Drive-up Windows.
- M. Signs identifying the building and Signs advertising products sold on the premises as permitted by the Sign Code.
- N. Enclosed rental storage facilities.
- O. Other uses ruled by the City Council to be similar to the above listed uses and in harmony with the objectives and characteristics.

**Lot area:** No area for commercial buildings, 5,000 sq. ft for dwellings.

**Width Requirement:** No width requirement for commercial, 50 ft for dwellings.

**Setback:** 30 ft, Side yard none for commercial, 6 ft for dwellings, Rear yard none.

**Height:** No limit.

**Lot coverage:** None.

**CC-1 Central Commercial Zone (Section 7-12)**

**Permitted uses:**

Any use permitted in the RSC-1 zone.

Dwellings when located above ground floor, apartments, air conditioning service establishments, appliance shops, engraving and printing, furniture stores, antique shops, automobile supply shops, amusement enterprises, commercial garages, hotels and motel, laundries, office buildings, auto body and fender shops, auto painting, pawn shops, automobile sales, auction houses, boat sales and repair, service stations, broadcasting studios, upholstery store and repair, catering, building supply stores (except material sales yards & accessory storage building), wholesale with stock on premises (excluding storage warehouse), manufacturing and assembling material accomplished within building.

**Area, width, location, height, and size requirements:** No requirement for commercial except gasoline pumps. For apartments houses, court apartments, and other multi-family requirements are the same as the R-3 zone, except that no requirements shall apply to dwellings located above the ground floor when said ground floor is devoted exclusively to commercial use permitted in the zone.

**R-3A Zone (Section 7-7)**

**Permitted uses:**

Any use permitted in RP, RP-A, R-1, R-2, R-2A, R-3

Single family & single family attached homes.

Apartment buildings.

Off street parking for adjacent and/or permitted uses.

Office buildings for professional person, such as doctors, dentists, accountants, attorneys, architects, and branch banks.

Clinics and hospitals for treatment of humans.

Prescriptive and non-prescriptive medicines, drugs, orthopedic appliances, or medical supplies for the treatment of human illness, disease or injury, excluding the sale of goods or commodities for general.

Mortuaries and funeral parlors with approved conditional use permit.

Pet care clinics within a completely enclosed building (see Zoning Ord.).

**Lot area:** 5,000 sq. ft. No development in this zone shall exceed a gross density of 35 dwellings units per acre.

**Lot width:** 50 ft and 100 ft for mortuaries.

**Setback:** 15 ft, Side yard 6 ft, Rear yard 25 ft for all residential and 10 ft for all non-residential.

**Height:** No limit.

**Lot coverage:** 80% for roof and hard surfaces (20% landscaped).

**Comprehensive  
Plan Policies:**

**Greenbelt Mixed Uses:** An area adjacent to the Snake River Greenbelt where people can live, work, and shop in a carefully planned environment.

**Assure private investments in the area adjacent to the Greenbelt complement the public investment in the Greenbelt.** The Greenbelt creates a welcoming atmosphere for visitors to Idaho Falls and is a tremendous asset to many of the businesses near the Greenbelt. Adjoining businesses should be encouraged to landscape their premises to complement the Greenbelt. (pg. 8)

**Assure the uses adjacent to the Greenbelt are compatible with the Greenbelt development.** The zoning adjacent to the Greenbelt is residential, highway commercial and industrial. Some of the uses permitted in the commercial and industrial zones do not benefit from nor compliment the Greenbelt improvements. An overlay zone should be developed to assure the design of future development will capitalize on Greenbelt improvements and enhance the Greenbelt. Higher density housing adjacent to or above offices and shops provides an opportunity to live, work, and shop on the River. Research laboratories and other light industrial uses, if developed with landscaping and controlled parking and

access areas, may be compatible with offices, retail and housing for a pedestrian oriented environment. (pg. 8)

**Develop a Greenbelt mixed use area adjacent to the Snake River.** As well as expanding the Greenbelt, the amenities within the Greenbelt—landscaping, open space, pedestrian paths—should be expanded into adjacent development. As illustrated in the *Snake River Greenbelt Master Plan* and shown on page 9, lands adjacent to the Snake River and Greenbelt offer an opportunity to develop office complexes and business parks in campus like settings with landscaping, trails, and water amenities. Expanding on the concept in the *Greenbelt Master Plan*, land uses, with careful site planning, can be mixed and provide an area where people work, shop, and live adjacent to the Greenbelt. (pg. 36)

## **REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS**

### **FINAL PLAT OF SNAKE RIVER LANDING DIVISION NUMBER 8 ADDITION TO THE CITY OF IDAHO FALLS, IDAHO.**

**WHEREAS**, the applicant filed an application for approval of a final plat on October 12, 2012; and

**WHEREAS**, this matter came before the Idaho Falls Planning and Zoning Commission during a duly noticed public meeting on November 12, 2012; and

**WHEREAS**, this matter came before the Idaho Falls City Council during a duly noticed public meeting on March 13, 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 a 10.935 acre parcel west of Snake River Parkway, south and adjacent to Whitewater Drive, and east and adjacent to the Porter Canal.
3. The property and surrounding areas are designated on 2013 Comprehensive Plan Future Land Use map as Greenbelt Mixed Uses.
4. Current zoning of the parcel is R-3A Residence Zone. Area to the north is zoned CC-1 Central Business District. Area to the east is zoned R-3A Residence Zone and C-1 Limited Business Zone. Area to the south and west is zoned C-1 Limited Business Zone.
5. The parcel, as well as land to the south and west, is currently undeveloped. Land to the north is being developed as a professional office building. Land to the east is being developed as a senior apartment complex.
6. The proposed subdivision plat is in compliance with the subdivision ordinance and all necessary easements and roadways are provided.

#### **II. DECISION**

Based on the above Reasoned Statement of Relevant Criteria, the City Council of the City of Idaho Falls approved the request for a Final Plat for Snake River Landing Division No. 8

PASSED BY THE CITY COUNCIL OF THE CITY OF IDAHO FALLS

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014

\_\_\_\_\_  
Rebecca Casper, Mayor



# CITY OF IDAHO FALLS

## PLANNING AND BUILDING DIVISION

P.O. BOX 50220  
IDAHO FALLS, IDAHO 83405-0220  
[www.idahofallsidaho.gov](http://www.idahofallsidaho.gov)

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

BGC-040-14

### MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Brad Cramer, Director  
**SUBJECT:** Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards, Snake River Landing Division No. 10  
**DATE:** April 18, 2014

Attached is the application for a Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Snake River Landing Division No. 10. The Planning Commission considered this item at its April 1, 2014 meeting and recommended approval. Staff concurs with this recommendation. This item is now being submitted to the Mayor and City Council for consideration.

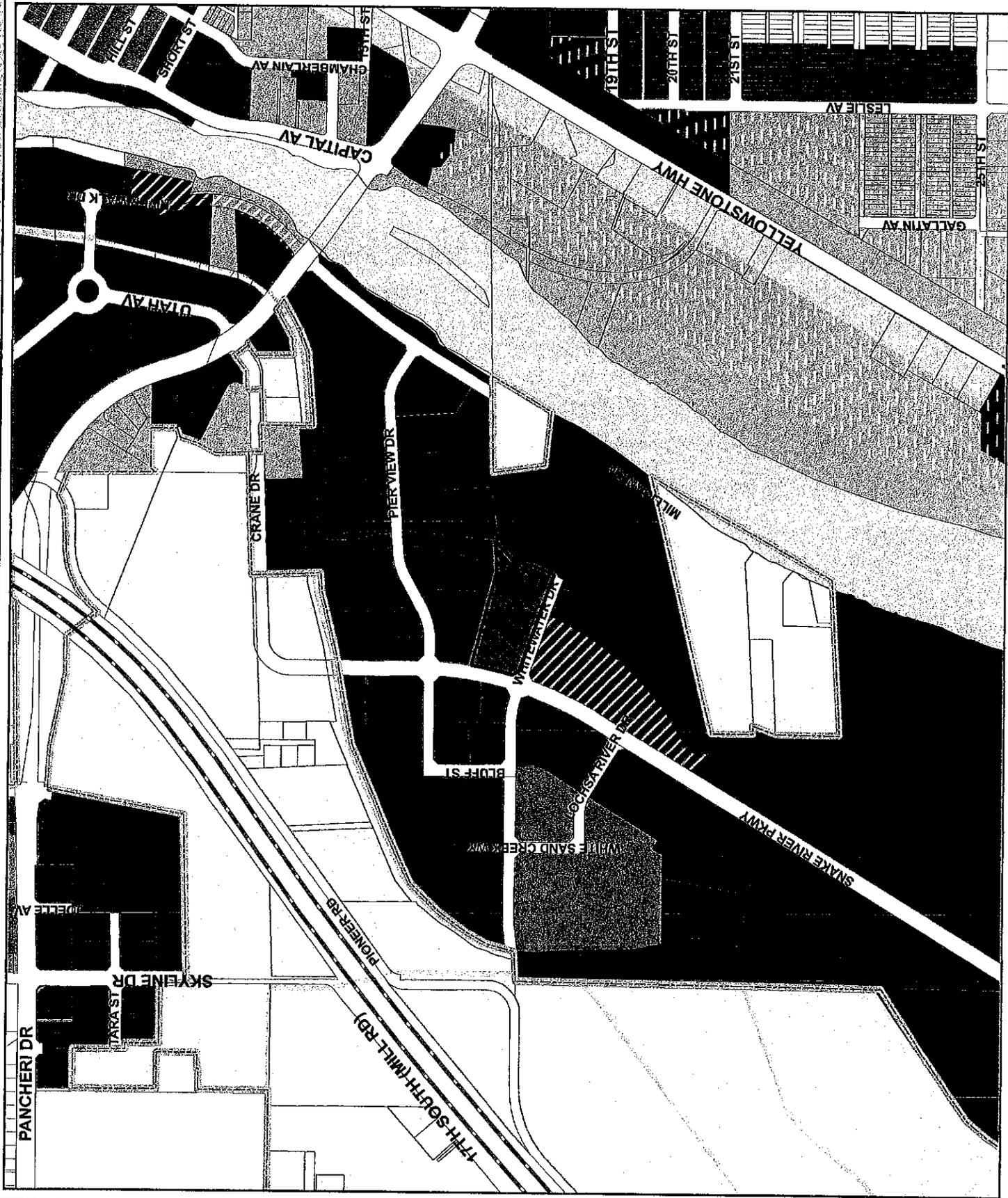
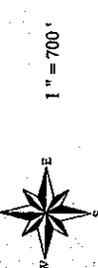
cc: Rose Anderson, City Clerk  
File

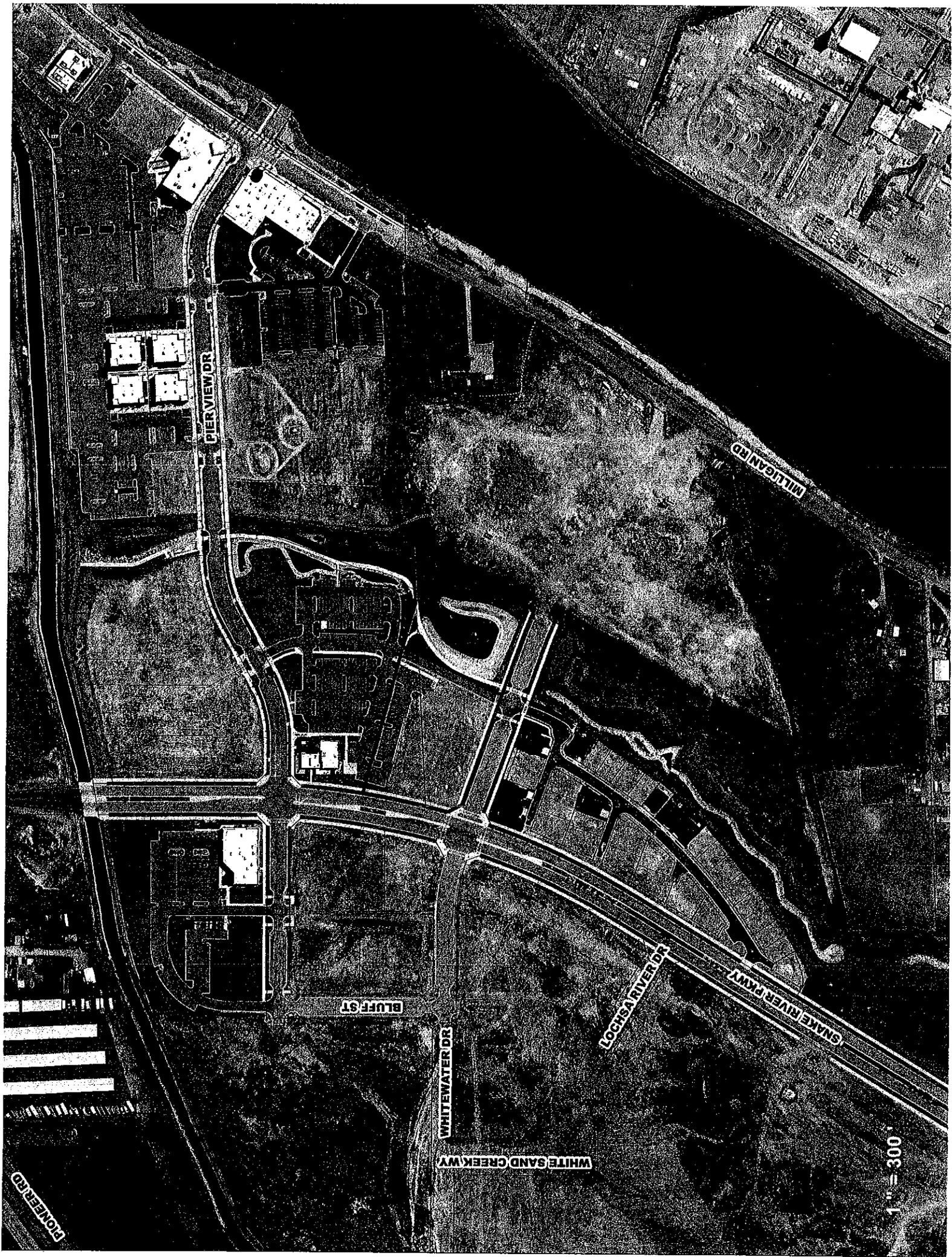
Attachments: Vicinity Map  
Aerial Photo  
Final Plat  
Draft Planning Commission Minutes, April 1, 2014  
Staff Report, April 1, 2014  
Reasoned Statement of Relevant Criteria and Standards



Legend

-  Site
-  RP
-  RP-A
-  R-1
-  R-2
-  R2A
-  R-3
-  R-3A
-  PB
-  MS
-  RSC-1
-  C-1
-  HC-1
-  CC-1
-  GC-1
-  R&D-1
-  M-1
-  I&M-1
-  I&M-2
-  RMH
-  PT-1
-  PT-2
-  PT-2 & T-1
-  PUD
-  T-1
-  T-2
-  30' Setback
-  50' Setback
-  City Limits
-  Area of Impact
-  Future Plat





PIERVIEW DR

BLUFF ST

WHITEWATER DR

WHITE SAND CREEK WY

LOCHSA RIVER DR

SNAKE RIVER Pkwy

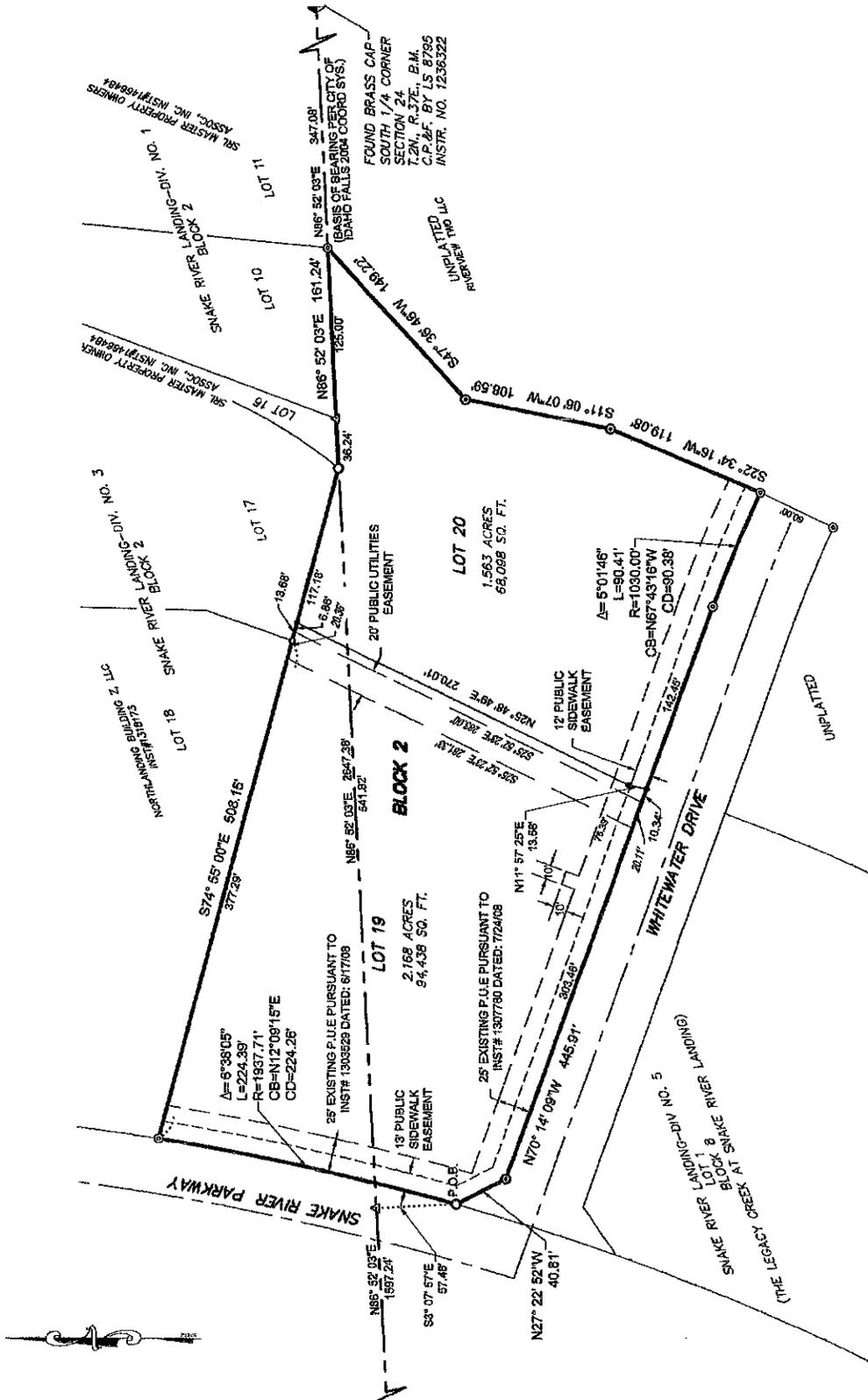
MILLIGAN RD

POMEROY

1" = 300'

# Snake River Landing Division No. 10

AN ADDITION TO THE CITY OF IDAHO FALLS, BONNEVILLE COUNTY, IDAHO  
 PART OF THE NW 1/4 OF SECTION 25, T. 2 N., R. 37 E., B.M.  
 ALSO PART OF THE SW 1/4 OF SECTION 24, T. 2 N., R. 37 E., B.M.



**Final Plat for Snake River Landing, Division No. 10:** Cramer presented the staff report, a part of the record. Cosgrove asked what the horseshoe shaped area within the aerial was? Cramer indicated that his understanding was that it was a water feature, but we would ask the applicant to confirm. Cosgrove indicated that she has additional questions for the applicant. Chairman Swaney asked for additional questions of staff. Dixon asked about the future alignment of White Water Drive to the east. Cramer referred to the aerial and indicated that it would continue east and connect with Milligan Road. Chairman Swaney asked the applicant to approach the microphone at the request of the Commission.

**Kelly Hoops, Horrocks Engineers representing the applicant, 901 Pierview Drive, Suite 205, Idaho Falls.** Hoops confirmed that the horseshoe shaped area is a water feature that is active during the irrigation season. Cosgrove asked about the parking lot that has been developed on the property to the north and extends into a portion of the lot that is being platted tonight. Hoops indicated that it does. The properties have been developed to incorporate shared parking throughout all of the lots. Chairman Swaney asked for additional questions, hearing none he asked for a motion.

**Wimborne made a motion that the Commission recommend to the Mayor and City Council approval of the Final Plat for Snake River Landing, Division No. 10 as presented. Cosgrove seconded the motion and it passed unanimously.**

IDAHO FALLS PLANNING COMMISSION STAFF REPORT

**Final Plat**  
**Snake River Landing, Division No. 10**  
**April 1, 2014**



Planning and  
Building Division

**Applicant:** Horrocks  
Engineering

**Location:** South of Pier  
View Drive, north and  
adjacent to Whitewater  
Drive, east of Snake River  
Parkway, west of the Snake  
River

**Size:** 3.731 acres

**Existing Zoning:**  
Site, east: C-1  
North, west: CC-1  
South: C-1 with PUD overlay

**Existing Land Uses:**  
Site: Vacant, landscaping and  
water feature  
North: Restaurant  
East: Vacant  
South: Single-family  
residential  
West: Professional office,  
multi-family residential

**Attachments:**  
1. Subdivision Ordinance  
information  
2. Zoning Ordinance  
information  
3. Maps and aerial photos  
4. Final Plat

**Requested Action:** To **recommend** to the Mayor and City  
Council approval of the final plat.

**Staff Comments:** Lot 19 on the plat is a buildable lot  
whereas Lot 20 is an open space lot which will be  
maintained by the property owners association.

There will be no direct access to Snake River Parkway.  
Access to Whitewater Drive will be shared. Access to Pier  
View Drive is also available through an existing private  
driveway.

Staff has reviewed the plat and found it in compliance with  
the Subdivision Ordinance. Staff recommends approval of  
the plat.

**Subdivision Ordinance: Boxes with an "X" indicate compliance with the requirement**

REQUIREMENTS	Staff Review
Property is contiguous or adjacent to the City boundaries.	X Property is annexed
Building envelopes sufficient to construct a building.	X Lot 19 is 2.168 acres, which is sufficient for a commercial building
Lot dimensions conform to the minimum standards of Zoning Ordinance.	NA No minimum standards in the C-1 zone
Lots have full frontage on, and access to, a dedicated street.	X Lots have frontage on Snake River Parkway and Whitewater Drive. There is shared access to Whitewater. There is also cross-access to Pier View Drive to the north
Residential lots do not have direct access to arterial streets.	NA No residential lots
Direct access to arterial streets from commercial or industrial lots shall be permitted only where it can be demonstrated that: 1) The direct access will not impede the flow of traffic on the arterial or otherwise create an unsafe condition; 2) There is no reasonable alternative for access to the arterial via a collector street; 3) There is sufficient sight distance along the arterial from the proposed point of access; 4) The proposed access is located so as not to interfere with the safe and efficient functioning of any intersection; and 5) The developer or owner agrees to provide all improvements, such as turning lanes or signals, necessitated for the safe and efficient uses of the proposed access.	NA No direct access to an arterial
Adequate provisions shall be made for soil preservation, drainage patterns, and debris and waste disposal and collection.	X
Sidelines of lots shall be at, or near, right angles or radial to the street lines. All corner lots shall have a minimum radius of twenty feet on the property line.	X
All property within the subdivision shall be included within a lot or area dedicated for public use.	X
All corner lots zoned RP through R-3, inclusive, shall be a minimum of ten percent larger in area than the average area of all similarly zoned lots in the plat or subdivision under consideration.	NA
All major streets in subdivision must conform to the major street plan of the City, as set forth in Comprehensive Plan.	NA Streets are existing
The alignment and width of previously platted streets shall be preserved unless topographical conditions or existing buildings or structures required otherwise.	NA Streets are existing
Residential lots adjoining arterial streets shall comply with: 1) Such lots shall have reverse frontage on the arterial streets, 2) such lots shall be buffered from the arterial street by any effective combination	NA No residential lots

of the following: lot depth, earth berms, vegetation, walls or fences, and structural soundproofing, 3) Minimum lot depth shall be 150 ft except where the use of berms, vegetation, and structures can be demonstrated to constitute an effective buffer, 4) Whenever practical, existing roadside trees shall be saved and used in the arterial buffer, 5) Parking areas shall be used as part of the arterial buffer for high density residential uses, 6) Annexation and development agreement shall include provisions for installation and continued maintenance of arterial buffers.	
Planning Director to classify street on basis of zoning, traffic volume, function, growth, vehicular & pedestrian safety, and population density.	NA Streets are existing
Minimum right-of-way widths are: 50 feet for 40 or less homes 60 feet for residential/commercial 70 feet for industrial	NA Streets are existing
Permanent dead end streets are less than 600 ft single family and 400 ft for all other uses.	NA
Streets intersect at right angles (10% deviation allowed).	NA Streets are existing
Minor streets are laid out to discourage through traffic.	NA Streets are existing
Minimum street grades of .4% shall be required with the maximum grade being 7% for secondary and major streets and 10% for local or minor streets.	NA Streets are existing
Curbs at street intersections shall be rounded with curves having a minimum radius of 25 feet.	NA Streets are existing
No plat shall be laid out for the purpose of creating a spite strip.	X
All streets and alleys within the subdivision shall be dedicated for public use. The dedication of ½ streets is prohibited.	NA Streets are existing
The minimum width of an alley is 20ft. Alleys may be required along the rear line of all business properties, and in the rear off all fronting major thoroughfares.	NA No proposed alleys
Residential block lengths shall not exceed 1300 ft, nor be less than 400 ft.	NA
The City may prohibit the subdivision of any land that lies within the flood plain.	X Area is in a C zone, or area of minimal flooding
No unusual problems anticipated with public utilities.	X Utilities are existing in the area and serve the surrounding properties

**Zoning Ordinance:**

**C-1 Limited Business (Section 7-10)**

**Permitted uses:**

- A. Any use permitted in the RSC-1 Residential Shopping Zone.
- B. Appliance Shops and Appliance Service Establishments.

- C. Bakeries.
- D. Motels.
- E. Beer Parlors, Taverns, as a secondary use only, when incidental to such uses as clubs, lodges and restaurants.
- F. Commercial Garages, but NOT including the storage of wrecked or dismantled automobiles.
- G. Dwellings and Home Occupations.
- H. Radio and T.V. Studois and Antennas.
- I. Glass Cutting and Installation.
- J. Public Buildings and Public Utility Buildings and Structures.
- K. Plumbing and Carpet Shops and similar Craft Shops.
- L. Drive-in Restaurant, or Restaurant with Drive-up Windows.
- M. Signs identifying the building and Signs advertising products sold on the premises as permitted by the Sign Code.
- N. Enclosed rental storage facilities.
- O. Other uses ruled by the City Council to be similar to the above listed uses and in harmony with the objectives and characteristics.

**Lot area:** No area for commercial buildings, 5,000 sq. ft for dwellings.

**Width Requirement:** No width requirement for commercial, 50 ft for dwellings.

**Setback:** 30 ft, Side yard none for commercial, 6 ft for dwellings, Rear yard none.

**Height:** No limit.

**Lot coverage:** None.

## **REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS**

### **FINAL PLAT OF SNAKE RIVER LANDING DIVISION NUMBER 10 ADDITION TO THE CITY OF IDAHO FALLS, IDAHO.**

**WHEREAS**, the applicant filed an application for approval of a final plat on February 27, 2014; and

**WHEREAS**, this matter came before the Idaho Falls Planning and Zoning Commission during a duly noticed public meeting on April 1, 2014; and

**WHEREAS**, this matter came before the Idaho Falls City Council during a duly noticed public meeting on April 24, 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 a 3.731 acre parcel east and adjacent to Snake River Parkway and north and adjacent to Whitewater Drive.
3. The property and surrounding areas are designated on 2013 Comprehensive Plan Future Land Use map as Greenbelt Mixed Uses.
4. Current zoning of the parcel is C-1 Limited Business Zone. Area to the north and west is zoned CC-1 Central Business District. Area to the east is zoned C-1 Limited Business Zone. Area to the south is zoned C-1 Limited Business Zone and C-1 Limited Business Zone with a Planned Unit Development Overlay.
5. The parcel includes a portion of a developed parking lot, a water feature, walking path, and open space. The remainder of the parcel is undeveloped. Land to the north is developed with a restaurant, parking area, and future building pads. Land to the south is developing with single-family residential units, open space and walking paths. Area to the west is developing as professional office and senior apartments.
6. The proposed subdivision plat is in compliance with the subdivision ordinance and all necessary easements and roadways are provided.

#### **II. DECISION**

Based on the above Reasoned Statement of Relevant Criteria, the City Council of the City of Idaho Falls approved the request for a Final Plat for Snake River Landing Division No. 10

PASSED BY THE CITY COUNCIL OF THE CITY OF IDAHO FALLS

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014

\_\_\_\_\_  
Rebecca Casper, Mayor



A Division of the City of Idaho Falls

"A community with its own kind of energy"



**MEMORANDUM**

**To:** Honorable Mayor and City Council  
**From:** Jackie Flowers, General Manager  
**Date:** April 21, 2014  
**Re:** Approve a Master Services Agreement with Triaxis Engineering Inc. for Engineering Services

Attached is a master services agreement for engineering services to be provided by Triaxis Engineering Inc. The master services agreement is the blanket agreement governing all work between Idaho Falls Power and Triaxis Engineering Inc. For each work item a task order is executed at the time the service is requested. The task orders include a scope of services and a not-to-exceed amount.

Staff respectfully requests that City Council approve the agreement and authorize the Mayor to sign the document.

JRF/587

Cc: City Clerk  
City Attorney  
File



TriAxis Engineering, Inc.  
301 NE 117<sup>th</sup> Avenue  
Vancouver, WA 98684  
360-260-3900

April 18, 2014

Mr. John Barksdale III  
Electrical Engineer  
Idaho Falls Power  
140 S Capital Avenue  
Idaho Falls, ID 83402

Subject: Master Agreement for Professional Services

Mr. Barksdale:

Mike Elliott with Mooney Consulting has requested that I send the attached documents to you for review and, if acceptable, for execution. One is the Master Services Agreement that provides the basis for executing individual Task Orders for specific elements of work. A Task Order No. 1 is provided that describes the expected electrical engineering work we will be providing in support of the Lower Hydro Generation Rebuild. We hope these are acceptable.

If you have any questions or would like to modify the Task Order, please email or call at your convenience.

Respectfully,

A handwritten signature in black ink that reads "Michael Beanland". The signature is written in a cursive, flowing style.

Michael Beanland, P.E.  
Project Manager

This AGREEMENT is between **TriAxis Engineering, Inc.**, ("ENGINEER"), and

Idaho Falls Power, 140 S Capital Avenue, Idaho Falls, IR 83402

("OWNER")

for various engineering services authorized by consecutive Task Orders.

For each separate task or project required by OWNER, a specific Task Order shall be prepared, signed, and attached by reference to this agreement. Each Task Order shall describe the scope of services, compensation, time of performance, and other specific terms relating to the Task Order.

### **Article 1. Scope of Services**

The Scope of Services will be described in each attached Task Order.

### **Article 2. Compensation**

The method and amount of the ENGINEER'S compensation will be established in each Task Order.

### **Article 3. Terms of Payment**

Payment to ENGINEER will be made as follows:

#### **A. Invoices and Time of Payment**

ENGINEER will issue monthly invoices for all ENGINEER services performed, direct expenses, and subcontract services incurred under this AGREEMENT. Invoices are due and payable on receipt.

Upon completion of Services enumerated in Article 1, the final payment of any balance will be due upon receipt of the final invoice.

#### **B. Interest**

Interest at the rate of 1-1/2% per month, or that permitted by law if lesser, will be charged on all past-due amounts starting 30 days after date of invoice. Payments will first be credited to interest and then to principal.

In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. OWNER will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until mutually resolved.

#### **C. Mark-Up on Subcontracted Services**

The cost of subcontracted services plus a 10% markup shall be included in the ENGINEER'S monthly invoices to Owner. The markup covers Engineer's administrative and other costs associated with managing subcontract services.

### **Article 4. Obligations of ENGINEER**

#### **A. General**

ENGINEER will serve as OWNER'S professional engineering representative under this AGREEMENT, providing professional engineering consultation and advice and furnishing customary Services incidental thereto.

#### **B. Standard of Care**

The standard of care applicable to ENGINEER'S Services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar Services at the time said services are performed. ENGINEER will re-perform any services not meeting this standard without additional compensation.

#### **C. Subcontractors**

ENGINEER shall perform professional services required by each specific Task Order with its own employees to the maximum extent possible. Where services are required in professional disciplines not provided by ENGINEER, ENGINEER will subcontract with reputable professionals to provide those services. Services subcontracted by ENGINEER may include: surveying and mapping, right-of-way acquisition, geotechnical engineering, environmental permitting, etc.

Firms selected by ENGINEER for subcontracted services will be subject to OWNER approval. ENGINEER will comply with OWNER'S directives in utilizing the services of OWNER-specified subcontractors and/or minority- and women-owned businesses, on each specific assignment.

Subcontractor services that are expected to exceed \$25,000 in total subcontractor fees shall be submitted to OWNER for review and approval. Owner shall retain the right to contract directly for any and all services that ENGINEER cannot provide with ENGINEER'S full-time staff.

ENGINEER'S liability arising from the work of subcontractors is limited to proceeds available from the subcontractor's insurances.

#### **D. Subsurface Investigations**

In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total PROJECT cost and/or execution. These conditions and cost/execution effects are not the responsibility of ENGINEER.

subrogation against OWNER in insurance coverages identified in items (b) and (c) above.

## **Article 5. Obligations of OWNER**

### **A. OWNER-Furnished Data**

As requested by the ENGINEER, OWNER will provide to ENGINEER all data in OWNER's possession relating to ENGINEER's services on the Task Order. ENGINEER will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by OWNER.

### **B. Access to Facilities and Property**

OWNER will make its facilities and rights-of-way accessible to ENGINEER as required for ENGINEER's performance of its services, and will provide safety equipment as required by OWNER for such access.

### **C. Advertisements, Permits, and Easements**

Where OWNER provides ENGINEER or its subcontractor written legal authority to act as Agent in its behalf, Engineer may 1) prepare, submit, and pay for bid advertisements, 2) prepare and submit applications for permits along with permit fees, and 3) negotiate and make payments to land owners for easements or deeds to properties. OWNER shall reimburse all such costs to the ENGINEER when submitted by the ENGINEER as an itemized expense on a monthly invoice.

Otherwise, OWNER will make direct payment for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and for land deeds and easements necessary for ENGINEER's services or PROJECT construction.

### **D. Timely Review**

OWNER will review ENGINEER's studies, reports, sketches, drawings, specifications, proposals, and other documents, in a timely manner.

### **E. Prompt Notice**

OWNER will give prompt written notice to ENGINEER whenever OWNER observes or becomes aware of any development that affects the scope or timing of ENGINEER's Services, or of any defect in the work of ENGINEER or construction contractors.

### **F. Asbestos or Hazardous Substances and Indemnification**

If asbestos or hazardous substances in any form are encountered or suspected, ENGINEER notify OWNER and stop its own work in the affected portions of the PROJECT to permit testing and evaluation by OWNER.

To the maximum extent permitted by law, OWNER will indemnify ENGINEER and ENGINEER's officers, employees, subcontractors, and affiliated corporations from all claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation or dispute resolution expenses arising out of or relating to the presence, discharge, release, or escape of hazardous substances, contaminants, or asbestos on, under, or from the PROJECT.

### **G. Contractor Indemnification and Claims**

In construction contracts resulting from the ENGINEER's work, the OWNER agrees to include a provision that requires Contractor to indemnify OWNER and ENGINEER in claims resulting from the Contractor's negligence.

## **I. OWNER's Insurance**

(a) OWNER will maintain property insurance on all pre-existing physical facilities associated in any way with the Task Order.

(b) If required by ENGINEER in a particular Task Order, OWNER will provide for a waiver of subrogation for all OWNER-carried property damage insurance, during construction and thereafter, in favor of ENGINEER, ENGINEER's officers, employees, agents, and subcontractors.

(c) OWNER will provide (or have the construction contractor(s) provide) a Builders Risk All Risk insurance policy for the full replacement value of all PROJECT work including the value of all onsite OWNER-furnished equipment and/or materials associated with ENGINEER's services. Such policy will include coverage for loss due to defects in materials and workmanship and errors in design, and will provide a waiver of subrogation as to ENGINEER and the construction contractor(s) (or OWNER), and their respective officers, employees, agents, affiliates, and subcontractors. OWNER will provide ENGINEER a copy of such policy.

## **J. Litigation Assistance**

The Scope of Services does not include costs of ENGINEER for required or requested assistance to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by OWNER. All such Services required or requested of ENGINEER by OWNER, except for suits or claims between the parties to this AGREEMENT, will be reimbursed as mutually agreed, and payment for such Services shall be in accordance with Article 3, unless and until there is a finding by a court or arbitrator that ENGINEER's sole negligence caused OWNER's damage.

## **K. Changes**

OWNER may make or approve changes by amendment to this AGREEMENT or by amendment to any Task Order. If such changes affect ENGINEER's cost of or time required for performance of the services, an equitable adjustment will be negotiated and made part of such amendments.

## **L. Services of ENGINEER**

Unless this AGREEMENT is modified or terminated, OWNER will have all Services specified in Task Orders attached to this AGREEMENT performed by ENGINEER, employing ENGINEER's standard form and content of drawings, specifications, and Contract Documents, generally conforming to the standard practice of the industry and subject to OWNER's review and approval.

## **Article 6. General Legal Provisions**

### **A. Authorization to Proceed**

Execution of each Task Order by OWNER will be authorization for ENGINEER to proceed with the Task Order work, unless otherwise specified in the Task Order.

### **B. Reuse of PROJECT Documents**

All reports, drawings, specifications, documents, and other deliverables of ENGINEER, whether in hard copy or in electronic form, are instruments of service for this PROJECT, whether the PROJECT is completed or not. Reuse on another project, change, or alteration by OWNER or by others acting through or on behalf of OWNER of any such instruments of service without the

**N. Attorney Fees**

If any arbitration, suit, claim, or action, including any subsequent appeal, is brought to interpret or enforce the provisions of this Agreement, or otherwise with respect to the subject matter of this Agreement, the party ultimately prevailing on an issue shall be entitled to recover, in addition to costs, all reasonable associated attorney fees.

diskettes or tapes furnished by ENGINEER are for OWNER or others' convenience. Any conclusions or information derived or obtained from these files will be at user's sole risk.

**P. Change Orders**

The OWNER agrees to hold the ENGINEER harmless for all change order costs not due to the ENGINEER's failure to perform within the Standard of Care defined in Article 4.B.

**O. Contract Documents**

Contract Documents are limited to the sealed and signed hard copies. Computer-generated drawing files on

**ARTICLE 7. ATTACHMENTS AND SIGNATURES**

This AGREEMENT, including its attachments, and amendments, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following attachments and schedules are hereby made a part of this AGREEMENT:

Task Order No. 1

IN WITNESS WHEREOF, the parties execute below:

For OWNER,

dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By: \_\_\_\_\_  
Name Title

For ENGINEER, **TriAxis Engineering, Inc.**,

dated this Eighteenth day of April, 20 14

By: Michael Beanland MD Beanland  
Name Title  
Project Manager



*A Division of the City of Idaho Falls*

*"A community with its own kind of energy"*



## MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Jackie Flowers, General Manager

**DATE:** April 21, 2014

**Re:** Tabulation and Bid Award for the Gem State Excitation System Project

---

At the April 10 City Council meeting, Council awarded the Gem State Excitation System bid to Basler Electric Company for the amount of \$145,288.

Staff requests authorization to also award Alternate A, the Digital Excitation System Spare Parts, to Basler Electric Company in the amount of \$45,828. These parts would be held in our warehouse for future maintenance of the equipment. Purchasing them now allows us to take advantage of more competitive pricing. As you will note on the attached bid tabulation, even with the addition of Alternate A, Basler Electric Company remains the low bid.

Idaho Falls Power recommends that the City Council award Alternate A to Basler Electric Company for \$45,828, bringing the total contract to \$191,116.

JRF/585

### Attachments

C: City Clerk  
Purchasing  
File

# CITY OF IDAHO FALLS

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

Office of City Clerk

Closing Date: April 1, 2014

## TABULATION Gem State Excitation System Replacement ELEC-2014-01

Vendor	1)Basler Electric Company	2)Electric Power Systems, Inc.
Bonding	x	
Security		x
Digital Excitation System	\$119,800.00	\$219,010.00
Commissioning and Testing	\$25,488.00	\$11,700.00
<b>Sub-Total</b>	<b>\$145,288.00</b>	<b>\$230,710.00</b>
Alternative A	\$45,828.00	\$50,411.00
<b>TOTAL</b>	<b>\$191,116.00</b>	<b>\$281,121.00</b>



# 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: April 11, 2014

Subject: **BID AWARD – WELL 3 PIPING UPGRADE**

On April 8, 2014, bids were received and opened for Well 3 Piping Upgrade project. A tabulation of bid results is attached.

Public Works recommends approval of the plans and specifications, award to the lowest responsive, responsible bidder, 3H Construction, LLC, in an amount of \$82,782.50 and, authorization for the Mayor and City Clerk to sign contract documents.

Respectfully,

A handwritten signature in cursive script that reads "Chris H Fredericksen".

Chris H Fredericksen, P.E.  
Public Works Director

CF:jk

Attachment

c: Mayor  
Council  
Fugal

2-37-24-1-WTR-2014-36

2014-42

# City of Idaho Falls

## Engineering Department Bid Tabulation

Project: Wall 3 Piping Upgrade  
Submitted: Kent J. Fugle

Number: 2-37-24-1-WTR-2014-36  
Date: April 10, 2014

Item Number	Description	Estimated Quantity	Unit	Engineer's Estimate		JH Construction, LLC		TMC Contractors, Inc.		HK Contractors, Inc.		DePatco, Inc.	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
<b>EARTHWORK AND BASES</b>													
209.03.6	Removal of Pavement	1417	S.Y.	\$4.00	\$5,668.00	\$2.00	\$2,834.00	\$5.00	\$7,085.00	\$2.00	\$2,834.00	\$1.80	\$2,550.60
209.05.4	Geotextile Fabric (Drainage)	12	S.Y.	\$20.50	\$246.00	\$5.00	\$60.00	\$11.00	\$132.00	\$55.00	\$660.00	\$83.00	\$996.00
209.08.2	Borrow	50	C.Y.	\$25.00	\$1,250.00	\$25.00	\$1,250.00			\$22.00	\$1,100.00	\$24.00	\$1,200.00
209.09.2	Aggregate Base	316	C.Y.	\$30.00	\$9,480.00	\$23.00	\$7,268.00	\$29.65	\$9,369.40	\$37.00	\$11,692.00	\$32.00	\$10,112.00
<b>INCIDENTAL CONSTRUCTION</b>													
409.14.2	Crain Rock	3	C.Y.	\$70.00	\$210.00	\$100.00	\$300.00	\$51.25	\$153.75	\$58.00	\$174.00	\$145.00	\$435.00
<b>WATER LINES</b>													
609.02.2	12" Pipe	20	L.F.	\$21.50	\$430.00	\$20.00	\$400.00	\$22.90	\$458.00	\$21.00	\$420.00	\$135.00	\$2,700.00
609.02.2	14" Pipe	5	L.F.	\$40.00	\$200.00	\$50.00	\$250.00	\$54.65	\$273.25	\$30.00	\$150.00	\$269.00	\$1,345.00
609.02.2	16" Pipe	232	L.F.	\$30.00	\$6,960.00	\$30.00	\$6,960.00	\$60.70	\$14,082.40	\$10.00	\$2,320.00	\$66.50	\$15,428.00
609.03.2	12" Butterfly Valve and Valve Box	1	EACH	\$2,200.00	\$2,200.00	\$1,000.00	\$1,000.00	\$275.00	\$275.00	\$2,090.00	\$2,090.00	\$1,610.00	\$1,610.00
609.03.2	16" Butterfly Valve and Valve Box	3	EACH	\$2,200.00	\$6,600.00	\$1,000.00	\$3,000.00	\$346.00	\$1,038.00	\$2,090.00	\$6,270.00	\$1,610.00	\$4,830.00
609.03.2	16" Butterfly Valve and Valve Box (Fig x MJ)	1	EACH	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$340.00	\$340.00	\$2,090.00	\$2,090.00	\$1,841.00	\$1,841.00
609.04.2	16" x 16" x 12" Tee	1	EACH	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$635.00	\$635.00	\$2,090.00	\$2,090.00	\$1,236.00	\$1,236.00
609.04.2	16" x 16" Tee	3	EACH	\$1,500.00	\$4,500.00	\$1,000.00	\$3,000.00	\$860.00	\$2,580.00	\$1,080.00	\$3,240.00	\$513.00	\$1,539.00
609.04.2	12" Sleeve	1	EACH	\$600.00	\$600.00	\$200.00	\$200.00	\$275.00	\$275.00	\$605.00	\$605.00	\$750.00	\$750.00
609.04.2	18" Transition Coupling	11	EACH	\$1,200.00	\$13,200.00	\$200.00	\$2,200.00	\$350.00	\$3,850.00	\$1,045.00	\$11,495.00	\$531.00	\$5,841.00
609.04.2	14" 90° Bend (Long Radius)	1	EACH	\$600.00	\$600.00	\$240.00	\$240.00	\$305.00	\$305.00	\$1,760.00	\$1,760.00	\$1,042.00	\$1,042.00
609.04.2	18" 90° Bend	1	EACH	\$700.00	\$700.00	\$300.00	\$300.00	\$340.00	\$340.00	\$1,865.00	\$1,865.00	\$1,042.00	\$1,042.00
609.04.2	16" 90° Bend (Long Radius)	2	EACH	\$700.00	\$1,400.00	\$300.00	\$600.00	\$345.00	\$690.00	\$1,865.00	\$3,730.00	\$1,211.00	\$2,422.00
609.04.2	14" x 16" 90° Bend (Long Radius Reducing)	1	EACH	\$700.00	\$700.00	\$300.00	\$300.00	\$305.00	\$305.00	\$1,865.00	\$1,865.00	\$1,042.00	\$1,042.00
609.04.2	16" 45° Bend	4	EACH	\$700.00	\$2,800.00	\$300.00	\$1,200.00	\$345.00	\$1,380.00	\$1,865.00	\$7,460.00	\$751.00	\$3,004.00
609.04.2	16" Plug (Blind Flange)	2	EACH	\$400.00	\$800.00	\$125.00	\$250.00	\$340.00	\$680.00	\$410.00	\$820.00	\$618.00	\$1,236.00
609.06.2	1 1/2" Service Line	30	L.F.	\$50.00	\$1,500.00	\$20.00	\$600.00	\$39.00	\$1,170.00	\$57.50	\$1,725.00	\$105.00	\$3,150.00
609.06.3	1 1/2" Service Connection	1	EACH	\$500.00	\$500.00	\$400.00	\$400.00	\$330.00	\$330.00	\$215.00	\$215.00	\$1,700.00	\$1,700.00
609.07.2	Removal of 12" Water Line	40	L.F.	\$25.00	\$1,000.00	\$20.00	\$800.00	\$21.00	\$840.00	\$15.60	\$624.00	\$46.00	\$1,840.00
609.07.3	Salvage of Appurtenance - Type 12" Water Valve	1	EACH	\$250.00	\$250.00	\$400.00	\$400.00	\$305.00	\$305.00	\$155.00	\$155.00	\$700.00	\$700.00
<b>SANITARY SEWERS AND STORM DRAINS</b>													
709.02.2	6" Pipe	94	L.F.	\$27.50	\$2,585.00	\$9.75	\$916.50	\$10.75	\$1,010.50	\$37.50	\$3,525.00	\$103.00	\$9,602.00
709.03.2	Manhole - Type 1	1	EACH	\$4,000.00	\$4,000.00	\$1,950.00	\$1,950.00	\$1,720.00	\$1,720.00	\$5,200.00	\$5,200.00	\$4,110.00	\$4,110.00
709.04.2	Inlet Box - Type 3	1	EACH	\$3,500.00	\$3,500.00	\$1,300.00	\$1,300.00	\$1,050.00	\$1,050.00	\$4,300.00	\$4,300.00	\$2,405.00	\$2,405.00
<b>TRENCH EXCAVATION AND BACKFILL</b>													

**City of Idaho Falls**  
Engineering Department  
Bid Tabulation

Project: Well 3 Piping Upgrade  
Submitted: Kent J. Fugal

Number: 12-37-24-1-WTR-2014-36  
Date: April 30, 2014

Item Number	Description	Estimated Quantity	Unit	Engineer's Estimate		3H Construction, LLC		TMC Contractors, Inc.		HK Contractors, Inc.		DePatco, Inc.	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
809.01.2	Trench Excavation and Backfill - Class I	336	L.F.	\$60.00	\$20,160.00	\$44.00	\$14,784.00	\$21.00	\$7,056.00	\$75.00	\$25,200.00	\$67.00	\$22,512.00
809.03.2	Rock Excavation	50	L.F.	\$100.00	\$5,000.00	\$10.00	\$500.00	\$110.00	\$5,500.00	\$85.00	\$4,250.00	\$153.00	\$7,650.00
<b>SPECIAL PROVISIONS</b>													
SP - 1	Restrained Flanged Coupling Adapter	3	EACH	\$1,000.00	\$3,000.00	\$260.00	\$750.00	\$415.00	\$1,245.00	\$835.00	\$2,505.00	\$820.00	\$2,460.00
SP - 2	Remove Top of Pipe Chase	77	L.F.	\$81.00	\$6,237.00	\$20.00	\$1,540.00	\$130.00	\$10,010.00	\$69.00	\$5,082.00	\$138.00	\$10,626.00
SP - 3	Install 6' x 8' x 6' Vault	1	L.S.	\$15,000.00	\$15,000.00	\$14,000.00	\$14,000.00	\$6,200.00	\$6,200.00	\$8,650.00	\$8,650.00	\$39,700.00	\$39,700.00
SP - 4	Install 3/4" Tap Line	3	EACH	\$500.00	\$1,500.00	\$300.00	\$900.00	\$82.00	\$246.00	\$555.00	\$1,665.00	\$1,150.00	\$3,450.00
SP - 5	Install McCrometer FPI Flowmeter	1	EACH	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$285.00	\$285.00	\$1,080.00	\$1,080.00	\$1,782.00	\$1,782.00
SP - 6	Install Check Valve	1	EACH	\$1,800.00	\$1,800.00	\$500.00	\$500.00	\$285.00	\$285.00	\$1,950.00	\$1,950.00	\$705.00	\$705.00
SP - 7	Install Air Relief with 4" Drain Line	1	L.S.	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$465.00	\$465.00	\$1,680.00	\$1,680.00	\$2,037.00	\$2,037.00
SP - 8A	Install Pipe Support (0.75')	1	EACH	\$800.00	\$800.00	\$510.00	\$510.00	\$375.00	\$375.00	\$800.00	\$800.00	\$1,089.00	\$1,089.00
SP - 8B	Install Pipe Support (1.65')	2	EACH	\$1,000.00	\$2,000.00	\$510.00	\$1,020.00	\$380.00	\$760.00	\$850.00	\$1,700.00	\$1,098.00	\$2,196.00
SP - 8C	Install Pipe Support (4.5')	2	EACH	\$1,500.00	\$3,000.00	\$700.00	\$1,400.00	\$400.00	\$800.00	\$935.00	\$1,870.00	\$1,191.00	\$2,382.00
SP - 8	Select Removal of Existing Water Lines	1	L.S.	\$10,000.00	\$10,000.00	\$4,000.00	\$4,000.00	\$9,100.00	\$9,100.00	\$5,760.00	\$5,760.00	\$22,840.00	\$22,840.00
<b>TOTAL</b>					<b>\$147,376.00</b>		<b>\$82,782.50</b>		<b>\$91,386.30</b>		<b>\$143,866.00</b>		<b>\$205,177.60</b>



# 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: April 21, 2014

Subject: **BID AWARD – WATER LINE REPLACEMENTS - 2014**

On April 17, 2014, bids were received and opened for Water Line Replacements – 2014 project. A tabulation of bid results is attached.

Public Works recommends approval of the plans and specifications, award to the lowest responsive, responsible bidder, TMC Contractors, Inc., in an amount of \$1,415,070.00 and, authorization for the Mayor and City Clerk to sign contract documents.

Respectfully,

A handwritten signature in black ink that reads "Chris H Fredericksen".

Chris H Fredericksen, P.E.  
Public Works Director

CF:jk

Attachment

c: Mayor  
Council  
Fugal

2-38-17-4-WTR-2014-09

2014-43

# City of Idaho Falls

## Engineering Department

### Bid Tabulation

Project: Water Line Replacements - 2014  
 Submitted: Kent J. Fugal, P.E., PTOE  
 Issue: 2-30-17-A WTR-2014-09  
 Date: April 17, 2014

Item Number	Description	Estimated Quantity	Unit	Engineer's Estimate		TMC Contractors, Inc.		HK Contractors, Inc.		DePatco, Inc.		3H Construction, LLC	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
<b>EARTHWORK AND BASES</b>													
200.01.2	Cleaning and Grubbing	1	L.S.	\$5,000.00	\$5,000.00	\$1,300.00	\$1,300.00	\$2,000.00	\$2,000.00	\$14,000.00	\$14,000.00	\$80,000.00	\$80,000.00
200.03.4	Removal of Curb and Gutter	2810	L.F.	\$5.00	\$14,050.00	\$7.00	\$19,670.00	\$8.50	\$23,885.00	\$2.50	\$7,025.00	\$7.00	\$19,670.00
200.03.6	Removal of Sidewalk	907	S.Y.	\$8.00	\$7,263.00	\$9.00	\$8,163.00	\$17.00	\$15,419.00	\$4.00	\$3,628.00	\$5.20	\$4,716.40
200.05.4	Geotextile Fabric	763	S.Y.	\$2.00	\$1,526.00	\$2.00	\$1,526.00	\$2.00	\$1,526.00	\$3.00	\$2,289.00	\$2.50	\$1,907.50
<b>SURFACE COURSES AND PAVEMENT</b>													
300.03.2	Seal Coat	17278	S.Y.	\$2.75	\$47,614.50	\$2.25	\$38,875.50	\$3.00	\$51,834.00	\$3.75	\$64,792.50	\$3.20	\$55,289.60
300.05.4	1.5" Asphalt Plantmix Pavement for an Overlay	69	TON	\$80.00	\$4,720.00	\$95.00	\$5,864.00	\$95.00	\$5,605.00	\$97.00	\$5,723.00	\$107.00	\$8,313.00
300.08.2	2" 1/2" Street Section	688	S.Y.	\$18.00	\$12,384.00	\$15.00	\$10,320.00	\$14.30	\$9,838.40	\$17.70	\$12,177.60	\$15.00	\$10,320.00
300.08.2	2.5" 1/2" Street Section	17278	S.Y.	\$20.00	\$345,660.00	\$14.00	\$241,892.00	\$17.25	\$298,045.50	\$18.00	\$311,004.00	\$16.00	\$276,448.00
300.08.3	2.5" 1/2" Miscellaneous Section	11	S.Y.	\$22.50	\$247.50	\$17.00	\$187.00	\$71.00	\$781.00	\$35.50	\$390.50	\$80.00	\$880.00
<b>INCIDENTAL CONSTRUCTION</b>													
400.01.2	Adjust Manhole Ring	8	EA	\$800.00	\$3,000.00	\$400.00	\$2,400.00	\$550.00	\$3,300.00	\$309.25	\$1,855.50	\$600.00	\$3,600.00
400.02.2	Adjust Water Valve Box	3	EA	\$350.00	\$1,050.00	\$300.00	\$900.00	\$325.00	\$975.00	\$165.00	\$495.00	\$400.00	\$1,200.00
400.03.2	Adjust Curb Stop Box	2	EA	\$350.00	\$700.00	\$140.00	\$280.00	\$51.00	\$102.00	\$155.00	\$310.00	\$200.00	\$400.00
400.05.8	Remove and Reset Fence	740	L.F.	\$20.00	\$14,800.00	\$33.00	\$24,420.00	\$20.00	\$14,800.00	\$10.00	\$7,400.00	\$45.00	\$33,300.00
400.21.2	Repair Sprinkler Systems	1	L.S.	\$10,000.00	\$10,000.00	\$3,680.00	\$3,680.00	\$13,500.00	\$13,500.00	\$11,200.00	\$11,200.00	\$10,000.00	\$10,000.00
400.28.2	Storm Water Pollution Prevention Plan	1	L.S.	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00	\$2,700.00	\$2,700.00	\$29,575.00	\$29,575.00	\$50,000.00	\$50,000.00
<b>PORTLAND CEMENT CONCRETE</b>													
500.02.2	Combination Curb and Gutter - Type STANDARD	2810	L.F.	\$25.00	\$70,250.00	\$27.00	\$75,870.00	\$30.00	\$84,300.00	\$18.70	\$46,927.00	\$29.00	\$81,490.00
500.02.4	Valley Gutter	303	L.F.	\$50.00	\$15,150.00	\$38.00	\$11,614.00	\$53.00	\$16,059.00	\$27.95	\$8,468.85	\$58.00	\$17,574.00
500.03.2	4" Flatwork	888	S.Y.	\$45.00	\$39,960.00	\$63.00	\$55,944.00	\$80.00	\$71,040.00	\$36.40	\$32,323.20	\$59.90	\$53,191.20
500.03.2	6" Flatwork	46	S.Y.	\$60.00	\$2,760.00	\$80.00	\$3,680.00	\$83.00	\$3,818.00	\$60.00	\$2,760.00	\$95.00	\$2,990.00
<b>WATER LINES</b>													
600.01.2	Temporary Water Service	1	L.S.	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$27,000.00	\$27,000.00	\$30,000.00	\$30,000.00	\$40,000.00	\$40,000.00
600.02.2	8" Pipe	252	L.F.	\$10.00	\$2,520.00	\$9.00	\$2,268.00	\$4.00	\$1,008.00	\$12.55	\$3,162.60	\$20.00	\$5,040.00
600.02.2	8" Pipe	6291	L.F.	\$10.00	\$62,910.00	\$9.00	\$47,819.00	\$4.00	\$21,164.00	\$16.10	\$65,186.10	\$5.25	\$27,777.75
600.03.2	8" Gate Valve and Valve Box	11	EA	\$400.00	\$4,400.00	\$350.00	\$3,850.00	\$390.00	\$4,290.00	\$420.00	\$4,620.00	\$875.00	\$9,625.00
600.03.2	8" Gate Valve and Valve Box	20	EA	\$400.00	\$8,000.00	\$350.00	\$7,000.00	\$360.00	\$7,200.00	\$412.00	\$8,240.00	\$1,000.00	\$20,000.00
600.04.2	8" x 8" Tee	11	EA	\$250.00	\$2,750.00	\$280.00	\$3,080.00	\$225.00	\$2,475.00	\$315.00	\$3,465.00	\$450.00	\$4,950.00
600.04.2	8" x 8" Tee	7	EA	\$300.00	\$2,100.00	\$280.00	\$1,960.00	\$225.00	\$1,575.00	\$315.00	\$2,205.00	\$450.00	\$3,150.00
600.04.2	12" x 8" Tapping Tee	1	EA	\$400.00	\$400.00	\$1,100.00	\$1,100.00	\$600.00	\$600.00	\$315.00	\$315.00	\$1,600.00	\$1,600.00
600.04.2	8" x 8" Reducer	2	EA	\$225.00	\$450.00	\$110.00	\$220.00	\$175.00	\$350.00	\$190.00	\$380.00	\$300.00	\$600.00
600.04.2	6" Steeve	1	EA	\$225.00	\$225.00	\$110.00	\$110.00	\$100.00	\$100.00	\$190.00	\$190.00	\$300.00	\$300.00
600.04.2	6" 45° Bend	4	EA	\$225.00	\$900.00	\$240.00	\$960.00	\$175.00	\$700.00	\$190.00	\$760.00	\$450.00	\$1,800.00
600.04.2	8" 45° Bend	8	EA	\$250.00	\$2,000.00	\$240.00	\$1,920.00	\$175.00	\$1,400.00	\$190.00	\$1,520.00	\$500.00	\$4,000.00
600.04.2	8" 22 1/2° Bend	4	EA	\$250.00	\$1,000.00	\$240.00	\$960.00	\$175.00	\$700.00	\$190.00	\$760.00	\$500.00	\$2,000.00
600.04.2	8" 11 1/2° Bend	1	EA	\$250.00	\$250.00	\$240.00	\$240.00	\$175.00	\$175.00	\$190.00	\$190.00	\$500.00	\$500.00
600.04.2	4" Plug	8	EA	\$200.00	\$1,600.00	\$160.00	\$1,280.00	\$125.00	\$1,000.00	\$190.00	\$1,520.00	\$275.00	\$2,200.00
600.04.2	8" Plug	22	EA	\$200.00	\$4,400.00	\$160.00	\$3,520.00	\$125.00	\$2,750.00	\$190.00	\$4,180.00	\$300.00	\$6,600.00
600.04.2	8" Plug	2	EA	\$225.00	\$450.00	\$180.00	\$320.00	\$125.00	\$250.00	\$190.00	\$380.00	\$500.00	\$1,000.00
600.05.2	Fire Hydrant	11	EA	\$1,000.00	\$11,000.00	\$800.00	\$8,800.00	\$1,450.00	\$15,950.00	\$1,500.00	\$16,500.00	\$2,400.00	\$26,400.00
600.05.8	Flush Hydrant	1	EA	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,450.00	\$1,450.00	\$1,875.00	\$1,875.00	\$1,800.00	\$1,800.00
600.06.2	1" Service Line (Copper)	2867	L.F.	\$10.00	\$28,670.00	\$8.00	\$16,000.00	\$5.50	\$14,688.50	\$9.00	\$22,003.00	\$5.50	\$14,668.50
600.06.2	1" Service Line (Poly)	10131	L.F.	\$8.00	\$81,048.00	\$5.50	\$55,720.50	\$4.20	\$42,560.20	\$8.75	\$88,646.25	\$4.50	\$45,592.50
600.06.3	1" Service Connection	130	EA	\$600.00	\$78,000.00	\$180.00	\$23,400.00	\$700.00	\$91,000.00	\$165.00	\$21,450.00	\$850.00	\$94,500.00
600.06.4	1" Reconnecting Service Line	1	EA	\$800.00	\$800.00	\$200.00	\$200.00	\$800.00	\$800.00	\$300.00	\$300.00	\$800.00	\$800.00
600.06.6	Meter Pit (1")	131	EA	\$400.00	\$52,400.00	\$300.00	\$39,300.00	\$450.00	\$58,950.00	\$220.00	\$28,820.00	\$500.00	\$65,500.00
600.07.2	Removal of 4" Water Line	170	L.F.	\$10.00	\$1,700.00	\$10.00	\$1,700.00	\$11.00	\$1,870.00	\$6.50	\$1,105.00	\$20.00	\$3,400.00
600.07.2	Removal of 6" Water Line	80	L.F.	\$12.00	\$960.00	\$10.00	\$800.00	\$11.00	\$880.00	\$6.50	\$520.00	\$20.00	\$1,600.00
600.07.2	Removal of Appurtenance - Type 4" GATE VALVE	16	EA	\$250.00	\$4,000.00	\$110.00	\$1,760.00	\$150.00	\$2,400.00	\$175.00	\$2,800.00	\$200.00	\$3,200.00
600.07.2	Removal of Appurtenance - Type 6" GATE VALVE	6	EA	\$250.00	\$1,500.00	\$110.00	\$660.00	\$150.00	\$900.00	\$175.00	\$1,050.00	\$200.00	\$1,200.00
600.07.3	Salvage of Appurtenance - Type FIRE HYDRANT	6	EA	\$500.00	\$3,000.00	\$600.00	\$3,600.00	\$500.00	\$3,000.00	\$500.00	\$3,000.00	\$800.00	\$4,800.00
<b>SANITARY SEWERS AND STORM DRAINS</b>													
700.01.2	Bypass Pumping	1	L.S.	\$4,000.00	\$4,000.00	\$15,000.00	\$15,000.00	\$2,000.00	\$2,000.00	\$8,900.00	\$8,900.00	\$4,000.00	\$4,000.00
700.03.6	8" Drop Manhole Connection (Repair)	2	EA	\$1,500.00	\$3,000.00	\$4,200.00	\$8,400.00	\$4,260.00	\$8,520.00	\$1,150.00	\$2,300.00	\$6,000.00	\$12,000.00
700.04.2	Inlet Box - Type 1 (Frame and Grate Only)	4	EA	\$1,000.00	\$4,000.00	\$550.00	\$2,200.00	\$325.00	\$1,300.00	\$377.00	\$1,508.00	\$1,400.00	\$5,600.00
<b>TRENCH EXCAVATION AND BACKFILL</b>													
800.01.2	Trench Excavation and Backfill - Class I	10382	L.F.	\$13.00	\$134,966.00	\$20.00	\$207,640.00	\$18.35	\$190,509.70	\$18.20	\$188,952.40	\$31.00	\$321,842.00
800.02.2	Unsuitable Material Excavation	30	C.Y.	\$18.00	\$540.00	\$21.00	\$630.00	\$15.00	\$450.00	\$25.00	\$750.00	\$20.00	\$600.00
800.03.2	Rock Excavation	1248	L.F.	\$7.00	\$8,736.00	\$60.00	\$74,880.00	\$70.00	\$87,360.00	\$57.50	\$71,780.00	\$120.00	\$149,760.00
800.04.2	Base Stabilization Material	30	C.Y.	\$25.00	\$750.00	\$28.00	\$840.00	\$31.00	\$930.00	\$30.00	\$900.00	\$30.00	\$900.00
800.05.2	Select Backfill Material	400	C.Y.	\$17.00	\$6,800.00	\$14.00	\$5,600.00	\$12.00	\$4,800.00	\$15.50	\$6,200.00	\$16.00	\$6,400.00
800.10.2	Removal and Replacement of Landscaped Areas	2325	L.F.	\$30.00	\$69,750.00	\$28.00	\$65,100.00	\$10.00	\$23,250.00	\$10.50	\$24,412.50	\$20.00	\$46,500.00
800.11.2	Removal and Replacement of Asphalt Plantmix and Aggregate Base	30	L.F.	\$35.00	\$1,050.00	\$55.00	\$1,650.00	\$73.00	\$2,190.00	\$73.00	\$2,190.00	\$90.00	\$2,700.00
<b>SPECIAL PROVISIONS</b>													
SP - 1	Water Service Boring	6993	L.F.	\$35.00	\$206,255.00	\$35.00	\$206,255.00	\$16.30	\$90,162.90	\$27.00	\$150,111.00	\$16.00	\$84,288.00
SP - 2	Grout 6" Water Line	80	L.F.	\$5.00	\$400.00	\$10.00	\$800.00	\$8.00	\$640.00	\$13.50	\$1,080.00	\$100.00	\$8,000.00
SP - 3	Mobilization	1	L.S.	\$75,000.00	\$75,000.00	\$73,000.00	\$73,000.00	\$84,101.80	\$84,101.80	\$125,000.00	\$125,000.00	\$85,000.00	\$85,000.00
<b>TOTAL</b>					\$1,558,152.00		\$1,415,070.00		\$1,422,888.00		\$1,491,285.00		\$1,831,680.45



IDAHO FALLS REGIONAL AIRPORT

2140 N. Skyline Drive #12

Idaho Falls, ID 83402

Phone: (208) 612-8224

Fax: (208) 612-8517

**MEMORANDUM**

**DATE:** April 24, 2014  
**TO:** Honorable Mayor and City Council  
**FROM:** Craig H. Davis, Airport Director  
**SUBJECT:** Airport Terminal Expansion Project - Change Order No. 4

Attached is change order No. 4 for the Terminal Expansion Project. This change order is due to work items needed that was not addressed in the original contract and increases the project cost by \$29,357.09 for a revised contract total of \$2,390,167.76.

The FAA has reviewed and approved this change order as eligible for reimbursement at 93.75%.

The Airport Division respectfully requests City Council approval of this change order.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Craig H. Davis', written in a cursive style.

Craig H. Davis  
Airport Director

C: City Clerk

**CONTRACT CHANGE ORDER NO. 4**  
**or**  
**SUPPLEMENTAL AGREEMENT NO. \_\_\_\_\_**

**AIRPORT** Idaho Falls Regional **DATE** March 18, 2014

**LOCATION** Idaho Falls, Idaho **AIP PROJECT NO.** 3-16-0018-038

**CONTRACTOR** Barry Hayes Constr., LLC

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer:

Item No.	Description	Unit	Unit Price	Quantity	Amount
RC14	Parapet Cap Revision	LS	642.32	1	\$ 642.32
RC15	Glazing Mandoor/BHS Protection	LS	5427.59	1	\$ 5,427.59
RC18	Add wiring for Access Door	LS	716.19	1	\$ 716.19
RC20	Stainless Panel Rev. @ Ticket Counters	LS	355.05	1	\$355.05
	RC-21, 26 and 30 see attached Page 1A	LS		1	\$22,218.94
<b>This Change Order Total</b>			<b>\$29,357.09</b>		
<b>Previous Change Order(s) Total</b>			<b>\$ 84,964.67</b>		
<b>Revised Contract Total</b>			<b>\$2,390,167.76</b>		

The time provided for completion in the contract is (unchanged) (decreased) (increased) by 0 working days. This document shall become an amendment to the contract and all provisions of the contract will apply. Changes are shown on Drawing(s) No. N/A dated \_\_\_\_\_, three copies attached.

Recommended by: [Signature] March 18, 2014  
 \_\_\_\_\_ Date

Approved by: Engineer - ARCHITECT

Accepted by: Owner March 20, 2014  
 \_\_\_\_\_ Date

Contractor: [Signature]

Concurred by: State Aeronautics (if applicable) \_\_\_\_\_ Date

Approved by: Federal Aviation Administration \_\_\_\_\_ Date

**NOTE:** Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when state participation is anticipated.

AIP PROJECT NO. 3-16-0018-038

CHANGE ORDER NO. 4  
(Supplemental Agreement)

AIRPORT Idaho Falls Regional

LOCATION Idaho Falls, Idaho

**JUSTIFICATION FOR CHANGE**

1. Brief description of the proposed contract change(s) and location(s).  
Descriptions attached in letter from Insight letter of March 18, 2014 attached to this Change order No. 4.

2. Reason(s) for the change(s) (Continue on reverse if necessary)  
Justification attached in Insight letter attached to this Change Order 4.

3. Justifications for unit prices or total cost.  
Contractors cost proposal was reviewed by appropriate discipline for reasonableness of proposed costs  
Cost information was submitted to FAA over the last month for review & concurrence.

4. The sponsor's share of this cost is available from:  
Existing Budget for the project.

5. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision? Yes  No  Not Applicable .

6. Has consent of surety been obtained? Yes  Not Necessary .

7. Will this change affect the insurance coverage? Yes  No .

8. If yes, will the policies be extended? Yes  No .

9. Has this (Change Order) (Supplemental Agreement) been discussed with FAA officials?  
Yes  No  When 2/6/14 thru 3/17/14 With Whom Steve Engebrecht

Comment Has reviewed and concurred

Submit 4 copies to the FAA



March 18, 2014

Lillian Bowen  
AVIATION  
Project Manager  
2422 12th Ave. Rd.  
Nampa, ID 83686

RE: AIP# 3-16-0028-0038  
I.F.R.A. Terminal Expansion  
2140 N. Skyline Drive  
Idaho Falls, ID 83405

Mrs. Bowen,

I'm writing this letter to describe the circumstances surrounding several Proposal Requests that are planned to be included in Change Order #04 for the IFRA Terminal expansion project. I'm hoping this will serve as sufficient backup to allow for additional funding for the changes described herein.

PR #14 Parapet Cap Revision:

The existing drawings showed a metal wall cap on the existing exterior walls which was built up to allow for adequate drainage. We designed our cap in a similar fashion, only to discover that the cap which is existing was built as flat. Because of this difference, the new cap was shorter on the bottom edge than existing. This difference would be extremely apparent if not revised. Our solution was to keep the height at top and transition down roughly 1.5" to meet the existing cap and extend the exterior leg down to align with the bottom edge of the existing. This solution will make the difference in the caps less apparent.

The cost for the cap comes in at roughly \$2.50 per lineal foot. This number is in line with our estimation guide, RS Means Building Construction Cost Data 2014 (72<sup>nd</sup> Annual Edition), division 07 61 09 – Flat Seam Sheet Metal Roofing. The roofing material comes in at \$2.35 per square foot including labor. The labor on this job is more expensive than the norm due to Davis Bacon wages, so the pricing seems to be acceptable.

PR #15 Glazing in Man Door/ BHC Protection:

This Proposal Request is two-fold. The first item is the addition of vision glazing in a man door which opens onto the airfield cargo area. This door was originally designed without vision glazing and was approved by the previous Airport Director. Upon walking through the completed area the glazing was requested by the current Airport Director of Aviation to allow vision through the door, matching the other man doors which open to the airfield. The glazing helps to ensure the door is not opened into someone on the outside who is attempting to enter the door. Additionally, it allows for more natural light to enter the space and lets workers to assess the activities taking place outside the Baggage Make Up area without needing to open the overhead doors.

The pricing for this change appears to be within industry standards. Our estimation of the cost for the glazing is based upon RS Means Building Construction Cost Data 2014 (72<sup>nd</sup> Annual Edition). According to section 08 81 10 – Float Glass, the price per square foot of ½" tempered, clear glazing is \$46.00, including labor. The contractor installed roughly 4 square feet of glazing in the door for a total estimated price of \$184.00. The price the contractor proposed was less than this.

The next item for consideration is the addition of protection to the planned baggage handling system (BHS). The BHS was designed by a reputable nationwide BHS designer, yet was planned without crash protection for the portion of the conveyor system which is located near baggage makeup area. The baggage carts will run close to the new system. This protection is necessary to help ensure less possibility with damage problems occur with this very expensive system.

The price proved for the crash protection system was originally provided by the manufacturer of the system. Due to our limited knowledge of any specialty items that may need to be included for the baggage makeup system in regards to the crash protection, we solicited the expertise of Swanson Rink, who specialize in the design of this sort of equipment, to analyze the proposed cost. Their review stated that the cost was within industry standards. Additionally, while waiting for Swanson Rink's response, we solicited a local steel constructor to bid the work. The price we received from them was higher than the proposed cost by Automatic Systems, Inc.

#### PR #18 Additional Wiring for Access Control Doors:

Door hardware requirements were provided to the design team by an airport representative and were modified to more closely fit their needs in Addendum No. 2, dated 4/9/2013. After bidding the project, and beginning construction of the secure area doors, it was brought to the design team's attention that the specified door hardware would not function as designed with the existing security system at the Airport. In order to make the necessary connections, several options were investigated, and it was determined that the most economical solution would be to utilize the specified door hardware with a modification which would allow for communication with the existing security system. This modification required additional work from the electricians which was not originally included in their contract.

Another portion of this change is a credit due to the fact that the power supply units originally procured by the Contractor are no longer necessary because of the changes mentioned previously. The credited pricing has been evaluated by our Electrical Engineer and found to be within industry standards.

Pricing for this overall change has been analyzed by the Electrical Engineer and has been compared to an estimate provided by the Engineers. According to our review, pricing for this change is deemed fair and within industry standards for this work. Any extra material (wire and cabling) will be re-used in any future changes and/or turned over to the Airport for future modifications.

#### PR #20 Stainless Steel End Panel Revisions @ Ticket Counters:

Originally included in PR #06/ CO #03, the ticket counters were revised to be more durable through the addition of stainless steel to the end panels directly adjacent to baggage scales. Upon investigation and the actual construction of the boxes for the baggage scales, it was discovered that in order to create a look of uniformity by installing all scales at the same height and with the same construction type, the previously approved stainless steel would require modification of trimming the bottom to fit the installation while preserving the desired 2" reveal on the top and sides.

The cost for trimming the panels and drilling 2 new holes in each comes in at roughly \$7.50 per lineal foot (approximately 40 lineal feet). According to RS Means Building Construction Cost Data 2014 (72<sup>nd</sup> Annual Edition), division 05 05 21.10 Cutting Steel, labor and materials for cutting this material is \$2.09/ lf. Additionally, division 05 05 21.15 Drilling Steel, labor and materials for drilling this material is \$9.20/ hole (24 holes). The total of these methods of fabrication amounts to \$304.40, which is slightly less than the amount provided by the contractor. We feel the price provided by the contractor is acceptable.

#### PR #21 Scales, Readouts, Scale Boxes & Counter Revisions:

The project was originally planned to re-use existing scales and readouts per the previous Director of Aviation's direction. Upon seeing the newly remodeled Lobby area and noting the clean, finished look of the new ticketing counters, coupled with the observation that existing scales were different sizes and in different stages of disrepair, along with digital readouts that were of all different styles and all sitting atop

existing counters in lieu of being mechanically attached to the cabinets, the current Director of Aviation asked that we get pricing to clean up the look of the new/ existing Lobby. This Proposal Request will provide 6 scales installed to match each other, 2 new scales (2 digital readouts are included with these) to allow for a scale at each ticket counter location, and 4 new digital readouts to match the 2 existing recess mountable readouts on site. The finished product will produce a cohesive ticketing area from end to end of the new/ existing Lobby space.

This Proposal Request is two-fold. The first item is building boxes for the scales to be installed in such a way that they look similar to one another and finishing the edges/ ends, as well as modifying existing cabinetry to accept a recess mounted hard wired digital readout to match two readouts already on site.

The pricing for this change appears to be within industry standards. The Contractor is only requesting payment for labor, with no cost implications for materials or finishes. Our estimation of the cost for the finish carpentry to build/ modify the casework is based upon RS Means Building Construction Cost Data 2014 (72<sup>nd</sup> Annual Edition). According to section 12 32 23.15 Manufactured Wood Casework Frames, labor for a similar installation should be roughly \$300 - \$415. The price the Contractor has provided us is \$333.45, well within the estimation guide's recommendations.

The next item for consideration is the addition and installation of 2 new scales with digital readouts included and 4 new digital readouts to match 2 existing ones we plan on recess mounting and hardwiring into the new cabinets. An estimation provided to INSIGHT by a local/ regional scale supplier/ installer shows the pricing for the work to be within industry standards.

#### PR #26 Ceiling Renovation in Existing New TSA Spaces

The TSA spaces created in phase 3 of the remodel were designed according to the information we had from existing (as-built) drawings. These drawings were inaccurate in how the actual facility was constructed in this instance. Upon investigation above existing lay in ceilings in the existing office area in this location it was discovered there is no hard lid ceiling on the bottom of the roof joists. Additionally, it was discovered that the CMU wall that was slated to be removed tied into the roof deck in lieu of stopping directly above the ceiling. Each of these instances requires remediation to allow for a hard lid ceiling over the entire new TSA space.

Pricing to install the required framing and gypsum board/ taping/ texturing was examined with reference to RS Means Building Construction Cost Data 2014 (72<sup>nd</sup> Annual Edition), 09 29 10.30 Gypsum Board Ceilings and 05 12 23.40 Lightweight Framing. According to our data, the gypsum board ceiling should cost roughly \$2.26 per square foot – at roughly 240 square feet the total comes in at \$542.40 which is in line with the pricing provided. The framing is estimated to be roughly \$5/ L.F. At roughly 700 L.F. of installation, this work is estimated to be more than the price which was provided.

The last aspect of this Proposal Request is the removal of a portion of CMU which extended above the ceiling to the roof deck (22' long x 2 ½' high). This work was provided as a labor and disposal cost only. According to RS Means, the pricing provided by the contractor is much less than what can be determined from our references.

Including all aspects of this Proposal Request, the pricing provided by the Contractor is less than what we would expect for this work and is more competitive than industry standards.

#### PR #30 Renovate/ Replace Existing Ceiling Tile in Existing Lobby Area

This change was determined to be necessary upon walking the existing Lobby with the Director of Aviation and finding that the existing ceiling tile is in disrepair and is discolored, with new ceiling tile tying directly into the old due to the new ceiling finishes in the addition space, would become even more unacceptably apparent. During the planning stages of the project the ceiling in this space was deemed to be acceptable. Over the course of planning and design the existing ceiling tile has continually degraded and due to the obvious dissimilarity between the old and new, replacement of the existing ceiling tile at this time would be optimal

The pricing for this change was evaluated with a proposal from a competing ceiling contractor and was found to be more expensive from an outside source. We feel the pricing for this proposed change is reasonable and well within industry standards.

Sincerely,

A handwritten signature in black ink, appearing to be 'RTB', written over a horizontal line.

Rob TeBeau, Architect  
INSIGHTarchitects pa



2140 N. Skyline Drive #12  
Idaho Falls, ID 83402  
Phone: (208) 612-8224  
Fax: (208) 612-8517

**MEMORANDUM**

**DATE:** April 24, 2014  
**TO:** Honorable Mayor and City Council  
**FROM:** Craig H. Davis, Airport Director  
**SUBJECT:** **Work Order #2 with T-O Engineers for the Airport South Quadrant Hangar Development Project**

Attached for your consideration is Work Order #2 between the City of Idaho Falls and T-O Engineers for the Airport South Quadrant Hangar Development Project. Work Order #2 will provide for the final design, bidding and construction administration portions of the project.

City Attorney, Randy Fife, has reviewed said documents.

The Airport Division respectfully requests approval and authorization for the Mayor and City Clerk to sign and execute said documents.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Craig H. Davis".

Craig H. Davis  
Airport Director

c: City Clerk



**Work Order 14-02**  
**Idaho Falls Regional Airport (IDA)**  
**Idaho Falls, Idaho**  
**AIP 3-16-0018-0039**  
**Construct Apron, Taxiways and Access Road**

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the City of Idaho Falls and T-O Engineers, Inc., dated March 2014.

---

**SCOPE OF WORK**

The Scope of Work, dated March 25, 2014 for this effort is attached as Exhibit A. This document describes the anticipated work effort and schedule in detail.

**FEES**

Fees for services provided under this Work Order will be determined and billed as follows:

• Phases 1-4, Lump Sum Method:	\$93,975.00
• <u>Phases 5-8, Time and Materials Method:</u>	<u>\$168,515.00</u>
• <b>Total Fee:</b>	<b>\$262,490.00</b>

Fees for the phases of work will be calculated with the methods listed above, as defined in the Agreement. Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated March 25, 2014 is attached as Exhibit B.

Professional Services Agreement  
Work Order 14-02  
March 25, 2014

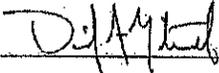


IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 14-02 to the AGREEMENT the day and year first above written;

FOR: CITY OF IDAHO FALLS,

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

FOR: T-O ENGINEERS, INC.

By:   
David A. Mitchell, P.E.  
Title: Aviation Services Manager/Vice President  
Date: 4.22.2014

**EXHIBIT A**

**DESCRIPTION OF PROJECT AND  
SCOPE OF PROFESSIONAL SERVICES**

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**EXHIBIT A**  
**Idaho Falls Regional Airport (IDA)**  
**Idaho Falls, Idaho**

**FY 14 IMPROVEMENTS**

**AIP 3-16-0018-039**

**Construct Apron, Taxiways and Access Road**

Proposed project work is to include the following generally described improvements:

1. Construct an apron for a future FBO or hangar development.
2. Construct taxiways from Taxiway A to the apron and future hangar development area.
3. Construct an access road from Grandview Drive to the future development area.

The Owner intends to design and construct an apron and taxiways on the southeast side of the airport between Taxiway A and Grandview Drive. In addition, the project will include the construction of an access road from Grandview Drive to the development area. It is anticipated some modifications to the airport's perimeter fencing will be required.

It is anticipated that AIP will fund 93.75% of eligible project costs (match for small hub and non-hub airports in Idaho is 93.75%). The Idaho Falls Regional Airport will provide all other required funds. The estimated construction budget for the work items is approximately \$1,500,000.

Professional services to be provided shall include design, bidding construction, closeout and grant administration. Design professional services including planning, formulation and some grant administrative services were completed in a separate Work Order. Design professional services to be provided in this Work Order shall include civil design, grant administration, preliminary design, final design, and the overall coordination of all phases of the project with the Owner and the FAA. Design Services and associated expenses (Phases 1-4 below) will be provided on a lump sum basis.

This Agreement will also include bidding, construction, closeout and additional services necessary to complete the project. Services and associated expenses for these phases (Phases 5-8 below) will be provided on a time and materials basis.

Professional services anticipated include services necessary to accomplish the following:

- Contract Administration
- Preliminary Design
- Final Design
- Project bidding assistance and administration
- Grant administration
- Construction inspection
- Closeout
- Coordination of all phases of the Project with the Owner and the FAA.



---

### **CONTRACTS AND BIDDING:**

The bidding and construction documents will be structured to allow flexibility in award, depending on available funding. The project will be bid with two schedules with bid alternates. The anticipated schedules are described as follows:

- Apron and Taxiway Construction
- Access Road Construction

After bids are opened, Engineer and Owner will discuss possible award options. If adequate funds are available from all sources, all work will be awarded. Award of all elements may not be possible. This agreement does not include any services related to re-packaging or re-bidding work elements at a later date. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

### **AVAILABLE INFORMATION:**

- Design, construction and as-constructed drawings, survey data and geotechnical information from AIP 3-16-0018-028, 029 and 036 projects, prepared by T-O Engineers.
- Master Plan and Airport Layout Plan (ALP) drawings prepared by Armstrong Consultants, 2010.



**PROJECT SCHEDULE:**

This project will be designed and bid on an aggressive schedule in order to meet FAA deadlines for receiving bids and issuing grants. The following dates summarize the target completion of significant project tasks.

ACTIVITY	COMPLETION
Submit Draft Scope and Fee to Owner and FAA	February 2014
Complete Independent Fee Estimate Review	February 2014
Work Order Negotiation Complete	April 4, 2014
Initiate Design	April 10, 2014
Complete Preliminary Design	April 25, 2014
Advertise Project	May 17, 2014
Complete Final Design and Plans Available	May 21, 2014
Bid Opening	June 17, 2014
Award Project	June 26, 2014
Pre-Construction Conference/NTP	July 16, 2014
Construct Project	July 21, 2014 – September 19, 2014
Closeout	November 2014

Dates are subject to change, based on grant timing, weather and the needs of the Owner.



## **SCOPE OF PROFESSIONAL SERVICES**

### **PHASE 1 - CONTRACT ADMINISTRATION**

During the course of the Project the following general administrative services shall be provided.

- 1.1 Coordinate with Owner to evaluate scope, budget and approach to project. Travel to and meet with the Airport to discuss the project scope and approach.
- 1.2 Prepare a Work Order including a detailed Scope of Professional Services narrative. Review the Scope with Owner and FAA and modify as necessary, based on comments received. The Work Order shall also include a detailed cost proposal based on estimates of professional service man hours, hourly rates and lump sum costs required to accomplish the design development and construction administration of the work.
- 1.3 Provide Scope of Work and blank cost proposal spreadsheet to Owner for use in obtaining an Independent Fee Estimator for review. One teleconference is anticipated to describe and discuss the project scope.
- 1.4 Advise and coordinate with Owner and FAA through the Phase 1 tasks.
- 1.5 Project management and administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress.

### **PHASE 2 - PLANNING AND FORMULATION**

Not included as part of this Work Order. This work was accomplished as part of a separate Work Order.

### **PHASE 3 - PRELIMINARY DESIGN**

The preliminary design services shall commence upon completion of Phase 2 tasks. Preliminary design phase services shall include:

- 3.1 Prepare a preliminary design for apron, taxiway and access road and other project elements from previous Work Order, including horizontal geometry and vertical profile(s). Due to the large grade difference between Taxiway A and the future apron to the south, the future apron grades to the south will be designed to a level of 35% to ensure apron grades in this area can be constructed to FAA design standards.
- 3.2 Prepare and provide the FAA a drawing(s) showing the project limits for FAA use to enter Initial Project Airspace Review in the OE/AAA.
- 3.3 Based on anticipated aircraft traffic, design a recommended pavement section. It is anticipated two (2) pavement designs will be required; one for heavy aircraft and one for light aircraft. Design analysis shall be based on the current version of FAA AC 150/5320-6 as well as other FAA design procedures considered to be applicable, i.e., layered elastic design. Prepare a report for inclusion in the Engineer's Design Report including preparation of FAA Form 5100-1, Airport Pavement Design for each pavement design. This task includes developing anticipated fleet mixes for both heavy and light aircraft using tower counts, previous master plan data and FBO records.
- 3.4 Prepare a preliminary surface and subsurface drainage design for disposal of storm drainage



from the taxiways, apron, and access road pavement. It is not anticipated the existing drainage basin to the north will be useable due to the box culvert in the East Lateral. Currently portions of the Infield between the parallel taxiway and runway drain into the project area and then into a detention basin south of the project area. This drainage basin is scheduled to be relocated in the future to accommodate the widening and realignment of Grandview Drive. It is assumed the existing and future basin will be used to dispose of stormwater from the project area. Surface drainage design will account for the stormwater runoff from the project area as well as the Infield areas between Taxiways A and Runway 2-20. Due to grades throughout the project area it is assumed storm drainage pipe and inlets will be required to dispose of the stormwater runoff. All future storm drainage piping will be sized to accommodate the full development of the project area. This task also includes the preparation of a report for inclusion in the Engineer's Design Report.

- 3.5 Develop an erosion and sediment control plan and narrative for the project, to be included in the bidding and construction drawings. This plan shall apply approved Best Management Practices for the State of Idaho.
- 3.6 Develop a pavement marking plan.
- 3.7 Develop a taxiway lighting and guidance sign layout including horizontal and vertical location of all edge lights and signs for the taxiways connecting to Taxiway A.
- 3.8 Develop fencing plans for the perimeter fence modifications and gates. Include appropriate details for all elements of the fence and gates. Using the information from Phase 2, finalize the method of integrating the access controls into the existing security system and coordinate with City of Idaho Falls power to evaluate options for powering automated access gates. It is assumed a wireless link will be required due to the distance from the project area to the access control server in the terminal building. Coordinate with Airport to determine the type of gate operators to be used in the project.
- 3.9 Prepare preliminary construction specifications and bid documents. Specifications shall be based on the current version of FAA AC 150/5370-10 and current regional notices. Bid documents shall include Notice Inviting Bids, Bid Schedules, Agreement, forms and other contract documents and "boiler plate" items necessary to solicit bids and execute contracts following award. Bid documents will be prepared with bid alternatives to maximize the funds available for construction.
- 3.10 Prepare a preliminary design and construction plan set to a completion level of approximately 75%. The anticipated number of sheets in this submittal is 24. Submit two sets to Owner for review and comment. Meet with Owner to review the plans and obtain additional direction for completion of the design and construction plans. This meeting will be held in Idaho Falls with two members of the project team in attendance.
- 3.11 Revise preliminary cost estimates, based on preliminary design and update bid schedules to match available funds for construction.
- 3.12 Coordinate internally with T-O staff during this phase of the project to discuss key aspects of the design. This task includes one meeting with all team members.
- 3.13 Coordinate with the Owner and FAA during this phase of the project.
- 3.14 Travel time required for Phase 3 tasks. Anticipate one (1) trip with two members of the project team.



#### **PHASE 4 – FINAL DESIGN**

The Final Design phase shall include the preparation of detailed construction plans and specifications, required design report, cost estimates, bid and contract documents suitable for obtaining competitive bids for construction of improvements. Final Design Services shall include the following work tasks:

- 4.1 Finalize taxiway, apron, access road and fence designs.
- 4.2 Finalize taxiway lighting and sign layout. Update Sign and Marking Plan and submit to FAA for review.
- 4.3 Prepare final design and construction plan set. The anticipated number of sheets in this submittal is 24. The plans will be structured to allow multiple bid alternatives to maximize the funds available for construction.
- 4.4 Prepare final construction specifications and bid documents based on the current version of FAA AC 150/5370-10 "Standards for Specifying Construction on Airports", including regional Notices published by the FAA Northwest Mountain Region. This task includes developing bid alternatives to maximize the funds available for construction.
- 4.5 Prepare a final engineer's opinion of probable construct cost, based on the final design.
- 4.6 Prepare a stand-alone Construction Safety and Project Phasing plan for submittal to the FAA for review.
- 4.7 Prepare the Engineer's Design Report including plan review checklists in conformance with FAA guidelines and submit with plans and specifications for FAA review.
- 4.8 Submit final design drawings (estimate 24 sheets), specifications and design report to Owner and FAA for final review and comment. Meet with Owner to review the plans and obtain additional direction for completion of the design and construction plans. This meeting will be held in Idaho Falls with two members of the project team in attendance.
- 4.9 Revise drawings and specifications based on final review comments and prepare 100% (bid set) documents. Submit up to three complete sets of final documents to Owner and one set of final documents to the FAA.
- 4.10 Coordinate internally with T-O staff during this phase of the project to discuss key aspects of the design. This task includes one meeting with all team members.
- 4.11 Coordinate with the Owner and FAA during this phase of the project. On-site meetings are not anticipated during this phase.
- 4.12 Travel time required for Phase 4 tasks. Anticipate one (1) trip with two members of the project team.

#### **PHASE 5 – BIDDING**

Assist the Owner in the competitive sealed bid and contractor selection process. Prepare and process contract award and construction agreement documents for the Owner. Bidding phase services shall include the following tasks:

- 5.1 Administer the public bid advertisement process including bid document reproduction and distribution of documents to plan rooms, contractors and suppliers. Prepare advertisement(s) for the project and submit to appropriate newspaper(s) for publication. Maintain a "bidders list" and



- distribute plans as requested. Assist Owner in promoting bidder interest in an appropriate geographic area for project work tasks.
- 5.2 Prepare a detailed Pre-Bid Conference agenda and conduct a Pre-Bid Conference to familiarize bidders and interested parties with the construction project scope and requirements. Prepare and issue minutes of the conference after the meeting. The meeting will be held at the Airport. It is assumed the Project Manager and one additional staff member will attend the Pre-Bid Conference.
  - 5.3 Respond to questions that arise during the Contractors' bid preparation process. Issue addenda or other clarifications as required.
  - 5.4 Assist the Owner in preparation for the project Bid Opening as required, including preparation of a Project Bid Summary form. It is anticipated that the Consultant will attend and conduct the Bid Opening in Idaho Falls. After opening bids, Consultant will take copies back to Boise office, to evaluate the qualifications of bidders and responsiveness to bidding criteria, including compliance with Buy American requirements.
  - 5.5 Prepare a detailed Bid Tabulation documenting bid results and submit to Owner and FAA. Summarize the bid results based on the work to be awarded including bid alternatives.
  - 5.6 Assist the Owner with review and analysis of bids received, in accordance with Program Guidance Letter 12-03. Provide Engineer's recommendation of award letter to Owner.
  - 5.7 Prepare and distribute Notice of Award, Construction Agreement and other contract documents. Review Construction Agreement, bonds and insurance documents submitted by Contractor, and assist Owner and Contractor in processing documents for the project.
  - 5.8 Coordinate with FAA and Owner throughout the bid and award process. Submit bid documentation including copies of all executed contract documents as required by the FAA.
  - 5.9 Travel time for Consultant personnel associated with tasks listed in Phase 5. Anticipate two (2) trips.

## **PHASE 6 – CONSTRUCTION**

During the construction phase, the Consultant shall administer all aspects of the construction contract over which the Consultant can be expected to have realistic control in order to assist the Owner in monitoring and documenting the construction process for design compliance, quality assurance, and cost control. Time for construction phase services assumes completion of the project in one construction season. This project assumes working 5 days per week at 10 hours per day for 8 weeks. Any construction time overruns may require additional Consultant time and associated fees. These additional fees will be negotiated by addendum to this Work Order. Construction phase services shall more specifically include the following work tasks:

- 6.1 Provide pre-construction coordination; prepare a detailed Pre-Construction Conference agenda and displays; conduct a Pre-Construction Conference on behalf of the Owner in Idaho Falls, and prepare and issue minutes of the Pre-Construction Conference; advise the FAA of Pre-Construction Conference dates and include FAA items in conference agenda. Complete FAA Pre-



- Construction conference checklist. This task also includes coordinating with Contractor to obtain badging and access to the project site as well setup of the contractor staging area.
- 6.2 Prepare a construction management plan for the project, in accordance with FAA guidance.
  - 6.3 Review, comment, and process Contractors' material submittals (including review of compliance with Buy American requirements), particularly Work Schedule, Operational Safety Plan, and Quality Control Plan. Assist Contractor as required, clarifying specification and documenting submittal requirements. Coordinate construction activity schedule with Owner.
  - 6.4 Provide at least one experienced Resident Project Representative to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; prepare and submit routine inspection reports; and maintain a project diary. During paving operations, an additional experienced staff member will also be onsite. It is assumed paving operations with test strip will last 4 days.
  - 6.5 Organize and conduct weekly construction meetings with Owner, Contractor and others as appropriate. Contractor's schedule review and work progress will be discussed at all meetings. The Resident Project Representative will hold these meetings on or near the construction site at the airport. Project Manager will also attend weekly meetings. Anticipate 11 total meetings during project duration.
  - 6.6 Provide office administration support and assistance to the Resident Project Representative with senior design, management or other personnel as field activities may require.
  - 6.7 Review and approve Contractor monthly Pay Requests. Submit approved pay requests to the Owner for approval and payment. It is assumed there will be four (4) Pay Requests.
  - 6.8 Monitor and coordinate Contractor Quality Control Program pursuant to current FAA specifications for Quality Control and Quality Assurance. This will include all required Quality Assurance testing, to be performed by a qualified testing laboratory.
  - 6.9 Conduct Substantial Completion and Final Completion Inspections with the Owner and Contractor. Advise and coordinate with FAA of inspection dates. Produce substantial and final completion inspection certificates and document "punch list" items. It is anticipated that senior design or management personnel will attend either the Substantial Completion or Final Inspection at the Airport.
  - 6.10 Assist Owner with review of Contractor Wage and EEO documentation review.
  - 6.11 Prepare, negotiate and process Contract Change Orders/Supplemental Agreements, as required. Man-hour estimates and costs are to be based on normal construction events as experienced by the Consultant for projects of this type and size.



- 6.12. Coordinate with Owner and FAA throughout the construction process. Submit required construction documentation, including weekly activity report forms, mix designs, change orders, etc. Coordinate with Owner and FAA verbally concerning change orders, as required.
- 6.13 Travel time for Consultant personnel associated with tasks listed in Phase 6.

### **PHASE 7 – CLOSEOUT/DOCUMENTATION**

Phase 7 shall consist of project closeout and documentation services. Operational phase services shall include the following tasks:

- 7.1 Prepare As-Constructed Revisions to Design and Construction Drawings for project improvements. Provide Owner with copies of Record Drawings, including two electronic copies (PDF) – one for Owner and one to be submitted to the FAA.
- 7.2 Prepare an As-Constructed Airport Layout Plan (ALP) to document improvements. This task includes updating the Airport Layout Plan and Terminal Area Plan.
- 7.3 Update Airport Diagram and submit to FAA for approval.
- 7.4 Update final Sign and Marking Plan and submit to FAA for approval.
- 7.5 Document the Project work and accomplishments in a Final Construction Report in accordance with FAA guidelines including final SF 271 and SF 425.
- 7.6 Coordinate with Contractors on Owner's behalf to obtain lien releases from subcontractors and Prime Contractor in preparation to making final payment. Coordinate with Contractors, Owner and the Idaho State Tax Commission to obtain a tax release prior to releasing any retainage.
- 7.7 Assist Owner with overall budget status analysis and reports, closeout documentation review, and coordination with the FAA, as requested by the Owner. Assist in preparation of required construction closeout certifications.

### **PHASE 8 – ADDITIONAL SERVICES**

Consultant shall provide the following services as "Additional Services":

- 8.1 Assist the Owner with Grant Administration tasks.
  - 8.1.1 Assist the Owner to prepare and process required certifications for submittal to the FAA including Plans and Specifications, Construction/Equipment Contracts and any other required certifications.
  - 8.1.2 Assist the Owner with preparation of annual SF 271 and SF 425.
  - 8.1.3 Assist the Owner with quarterly performance reports in accordance with Table 5-16 of draft FAA Order 5100.38d. Form 5370-1 will meet this requirement during project construction.
  - 8.1.4 Provide periodic project budget updates to Owner during prosecution of the work.



- 8.2 Assist the Owner with Disadvantaged Business Enterprise (DBE) annual reporting for FY 2014.
- 8.3 Administer subconsultant contracts and coordinate delivery of work products. It is anticipated that subconsultant services will be required in the following fields:
  - 8.3.1 Electrical: The services of a qualified electrical subconsultant will be required for the design of taxiway lighting and guidance signs, access controls, automated gates and new electrical service for automated access gates.
  - 8.3.2 Quality Assurance: The services of a qualified materials testing laboratory will be required to complete P-209 and P-401 quality assurance testing during construction.
  - 8.3.3 AGIS: The services of a subconsultant will be required to complete the requirements of an AGIS as built survey for construction of the apron, taxiways and access road.
- 8.4 Assist and coordinate with independent auditors in locating appropriate documents for performing A-133 annual audit. In addition to finding appropriate project files, answer questions concerning Contractors wage rates and interview forms as required.
- 8.5 Coordinate with City of Idaho Falls Power to provide a new electrical service for automated vehicle access gates.
- 8.6 Assist the Owner with preparation of a Notice of Intent to be filed for the project Storm Water Pollution Prevention Plan (SWPPP). The Contractor will be responsible to file a separate Notice of Intent and comply with the SWPPP as shown in the plans. Consultant shall monitor the Contractor's performance of these tasks throughout construction.

**EXHIBIT B**  
**BASIS OF COST ANALYSIS**

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**Idaho Falls Regional Airport  
Work Order 14-02  
Fee Summary (Phases 1-4)**

**AIP 39 Improvements  
Fee Proposal  
March 25, 2014**

**1. Personnel Costs**

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	14	\$175.00	\$2,450.00
PL	Planner	0	\$145.00	\$0.00
PM	Project Manager	161	\$125.00	\$20,125.00
DE	Design Engineer	147	\$110.00	\$16,170.00
CM	Construction Manager/Specifier	100	\$120.00	\$12,000.00
EIT	Engineer-In-Training	485	\$75.00	\$36,375.00
EIT (OT)	Engineer-In-Training (Overtime)	0	\$97.50	\$0.00
Insp.	Inspector	0	\$95.00	\$0.00
Insp (OT)	Inspector (Overtime)	0	\$123.50	\$0.00
Adm.	Administrative Assistant	10	\$55.00	\$550.00
<b>Totals:</b>		<b>917</b>		<b>\$87,670.00</b>

**2. Subconsultant Fees**

Electrical	\$2,500.00
Mark-up (5%)	\$125.00
<b>Subtotal, Subconsultant Fees:</b>	<b>\$2,625.00</b>

**3. Reimbursable Expenses (Phases 1-4)**

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	1,200	\$0.65	\$780.00
Rental Vehicles - (Per Day, incl. fuel)	0	\$0.00	\$0.00
Lodging (Per Night)	4	\$100.00	\$400.00
Meals (Day Trips - Lump Sum)	1	\$200.00	\$200.00
Document Reproduction (Lump Sum)	1	\$2,000.00	\$2,000.00
Telephone, Fax, Postage, Misc. (Lump Sum)	1	\$300.00	\$300.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$3,680.00</b>

**TOTAL FEE (1+2+3):** **\$93,975.00**

**Idaho Falls Regional Airport  
Work Order 14-02  
Fee Summary (Phases 5-8)**

**AIP 39 Improvements  
Fee Proposal  
March 25, 2014**

**1. Personnel Costs**

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	4	\$175.00	\$700.00
PL	Planner	2	\$145.00	\$290.00
PM	Project Manager	283	\$125.00	\$35,375.00
DE	Design Engineer	10	\$110.00	\$1,100.00
CM	Construction Manager/Specifier	150	\$120.00	\$18,000.00
EIT	Engineer-In-Training	86	\$75.00	\$6,450.00
EIT (OT)	Engineer-In-Training (Overtime)	0	\$97.50	\$0.00
Insp.	Inspector	470	\$95.00	\$44,650.00
Insp (OT)	Inspector (Overtime)	80	\$123.50	\$9,880.00
Adm.	Administrative Assistant	0	\$55.00	\$0.00
<b>Totals:</b>		<b>1085</b>		<b>\$116,445.00</b>

**2. Subconsultant Fees**

Quality Assurance	\$12,000.00
AGIS Survey	\$22,500.00
Mark-up (5%)	\$1,725.00
<b>Subtotal, Subconsultant Fees:</b>	<b>\$36,225.00</b>

**3. Reimbursable Expenses (Phases 5-8)**

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	1,800	\$0.65	\$1,170.00
Rental Vehicles - (Per Day, incl. fuel)	25	\$75.00	\$1,875.00
Rental Vehicles - (Per Month, incl. fuel)	2	\$1,500.00	\$3,000.00
Lodging (Per Night)	65	\$100.00	\$6,500.00
Meals (Day Trips - Lump Sum)	1	\$500.00	\$500.00
Per Diem (On Site Personnel - Per Day)	40	\$45.00	\$1,800.00
Document Reproduction (Lump Sum)	1	\$500.00	\$500.00
Telephone, Fax, Postage, Misc. (Lump Sum)	1	\$500.00	\$500.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$15,845.00</b>

**TOTAL FEE (1+2+3):**

**\$168,515.00**

**Idaho Falls Regional Airport  
Work Order 14-02  
Labor Worksheet**

**AIP 39 Improvements  
Fee Proposal  
March 25, 2014**

Task	Description	Personnel Hours												Total Hours	Fee	
		Prin	PL	PM	DE	CM	EIT	EIT (OT)	Insp	Insp (OT)	Adm.	Adm.				
		\$175	\$145	\$125	\$170	\$120	\$75	\$97.5	\$95	\$123.5	\$55	\$55				
<b>Phase 1 - Contract Administration</b>																
1.1	Project Approach			4											4	\$500
1.2	Prepare Work Order	2		12									2		16	\$1,960
1.3	IFE Coordination			6											6	\$750
1.4	Coordinate with Owner and FAA			8											8	\$1,000
1.5	Project Management and Administration			30									8		38	\$4,190
	<b>Subtotal, Phase 1</b>	<b>2</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>72</b>	<b>\$8,400</b>
<b>Phase 2 - Planning and Formulation</b>																
	Included as part of Work Order 14-01															
	<b>Subtotal, Phase 2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Phase 3 - Preliminary Design</b>																
3.1	Finalize Horizontal and Vertical Geometry	1		2	6			24							33	\$2,885
3.2	Prepare Airspace Drawing			1		4		4							5	\$425
3.3	Prepare Pavement Designs			1	4			16							21	\$1,765
3.4	Design Storm Drainage			2	8			32							42	\$3,530
3.5	Prepare Erosion and Sediment Control Plan			2	6			12							20	\$1,810
3.6	Prepare Marking Plan			1	2			8							11	\$945
3.7	Prepare Lighting and Sign Layout			2	4			8							14	\$1,290
3.8	Finalize Fencing Design			2	4			8							14	\$1,290
3.9	Prepare Preliminary Specifications	1		4		40									45	\$5,475
3.10	Prepare Preliminary Drawings (24 Sheets)	2		12	48			160							222	\$19,130
3.11	Revise Cost Estimate			1		2		4							7	\$665
3.12	Internal Coordination	2		4	2	2		2							12	\$1,460
3.13	Coordinate with FAA and Owner	1		8											9	\$1,175
3.14	Travel Time			9	9										18	\$2,115
	<b>Subtotal, Phase 3</b>	<b>7</b>	<b>0</b>	<b>51</b>	<b>93</b>	<b>44</b>	<b>278</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>473</b>	<b>\$43,960</b>
<b>Phase 4 - Final Design</b>																
4.1	Finalize Apron, Taxiway and Access Road Design			2	4			12							18	\$1,590
4.2	Finalize Lighting, Sign and Marking Design			2	4			8							14	\$1,290
4.3	Prepare Final Drawings (24 Sheets)	2		8	24			120							154	\$12,990
4.4	Prepare Final Specifications and Bid Documents			4		40									44	\$5,300
4.5	Prepare Final Cost Estimate			1		2		8							11	\$965
4.6	Prepare Final Construction Safety Phasing Plan			2		4		16							22	\$1,930

**Idaho Falls Regional Airport**  
**Work Order 14-02**  
**Labor Worksheet**

**AIP 39 Improvements**  
**Fee Proposal**  
**March 25, 2014**

Task	Description	Personnel Hours													Total Hours	Fee	
		Prin	PL	PM	DE	CM	EIT	EIT (OT)	Insp	Insp (OT)	Adm.	Adm.					
		\$175	\$145	\$125	\$110	\$120	\$75	\$97.5	\$95	\$123.5	\$55	\$55					
4.7	Prepare Design Report			4	12			24								40	\$3,620
4.8	Final Design Review			4	4	4	4	4								16	\$1,720
4.9	Final Revisions			2	4	4	4	4								14	\$1,470
4.10	Internal Coordination	2		4	2	2	2	2								12	\$1,450
4.11	Coordinate with FAA and Owner	1		8												9	\$1,175
4.12	Travel Time			9				9								18	\$1,800
	Subtotal, Phase 4	5	0	50	54	56	207	0	0	0	0	0	0	0	0	372	\$35,310
	Subtotal, Phases 1-4	14	0	161	147	100	485	0	0	0	0	0	0	0	10	917	\$87,670

**Idaho Falls Regional Airport**  
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**AIP 39 Improvements**  
**Fee Proposal**  
**March 25, 2014**

Task	Description	Personnel Hours													Total Hours	Fee	
		Prin	PL	PM	DE	CM	EIT	Insp (OT)	Insp	Insp (OT)	Adm.						
		\$175	\$145	\$125	\$110	\$120	\$75	\$97.5	\$95	\$123.5	\$55						
<b>Phase 5 - Bidding</b>																	
5.1	Pre Bid Coordination			6		4	4									14	\$1,530
5.2	Pre Bid Conference			8		8										16	\$1,960
5.3	Respond to Contractor Questions			4		8	4									16	\$1,760
5.4	Bid Opening			6												6	\$750
5.5	Bid Tabulations			1		2	8									11	\$965
5.6	Recommendation of Award			2		4										6	\$730
5.7	Prepare Award Documents			2		4										6	\$730
5.8	Coordinate with Owner and FAA			4												4	\$600
5.9	Travel Time			18		9										27	\$3,330
	<b>Subtotal, Phase 5</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>39</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>\$12,255</b>
<b>Phase 6 - Procurement and Construction</b>																	
6.1	Pre-Construction Coordination	1		8		4	4					8				21	\$2,415
6.2	Prepare Construction Management Plan			1		4	4					16				21	\$2,125
6.3	Review Submittals			2		4	4					24				30	\$3,010
6.4	Onsite Inspection (8 weeks at 10 Hours per Day)						40					320	80			440	\$45,080
6.5	Weekly Construction Meetings			16												16	\$2,000
6.6	Office Administration/Support			32		16										50	\$6,270
6.7	Contractor Monthly Pay Requests			2		8						8				18	\$1,970
6.8	Quality Assurance and Quality Control			2		4						8				14	\$1,490
6.9	Substantial/Final Completion Inspections			8												8	\$1,000
6.10	Contractor Wage/EEO Review			2		4	16									22	\$1,930
6.11	Contractor Change Orders/Supplemental Agreements			4		8						8				20	\$2,220
6.12	Coordinate with Owner and FAA			8												8	\$1,000
6.13	Travel Time			90		9						36				135	\$15,750
	<b>Subtotal, Phase 6</b>	<b>3</b>	<b>0</b>	<b>175</b>	<b>0</b>	<b>101</b>	<b>16</b>	<b>0</b>	<b>428</b>	<b>80</b>	<b>0</b>	<b>803</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>803</b>	<b>\$86,260</b>
<b>Phase 7 - Closeout/Documentation</b>																	
7.1	As-Constructed Revisions			4			12									16	\$1,400
7.2	As-Constructed ALP		2	4			12									18	\$1,690
7.3	Update Airport Diagram			2			4									6	\$550
7.4	Update Sign and Marking Plan			2			6									8	\$700
7.5	Final Construction Report	1		2		4						32				39	\$3,945
7.6	Coordinate with Contractors			4								4				8	\$880

**Idaho Falls Regional Airport**  
**Work Order 14-02**  
**Labor Worksheet**

**AIP 39 Improvements**  
**Fee Proposal**  
**March 25, 2014**

Task	Description	Personnel Hours											Total Hours	Fee	
		Prin	PL	PM	DE	CM	EIT	EIT	Insp	Insp	Adm.				
		\$175	\$145	\$125	\$110	\$120	\$75	\$97.5	\$95	\$123.5	\$55				
7.7	Closeout Documentation	1	2	20	0	4	34	0	42	0	0	0	8	\$820	
<b>Subtotal, Phase 7</b>													8	\$9,985	
<b>Phase 8 - Additional Services</b>															
8.1	Grant Administration														
8.1.1	Sponsor Certifications			1			4						5	\$425	
8.1.2	Prepare Annual SF 271 and SF 425		4										4	\$500	
8.1.3	Quarterly Performance Reporting		4										4	\$500	
8.1.4	Budget Updates		6										6	\$750	
8.2	DBE Annual Reporting					6							6	\$720	
8.3	Administer Subconsultant Contracts														
8.3.1	Electrical			4									4	\$500	
8.3.2	Quality Assurance			4									4	\$500	
8.3.3	AGIS			4									4	\$500	
8.4	Audit Assistance			2		4							6	\$600	
8.5	Utility Coordination			4									4	\$1,140	
8.6	SWPPP			4		6							10	\$1,910	
<b>Subtotal, Phase 8</b>		0	0	37	10	6	20	0	0	0	0	0	73	\$7,945	
<b>Subtotal, Phases 5-8</b>		4	2	283	10	150	86	0	470	80	0	0	1085	\$116,445	
<b>Total, All Phases</b>		18	2	444	157	250	571	0	470	80	10	0	2002	\$204,115	