



Rathdrum

City Council Agenda

February 12, 2020

6:00 p.m.

Location: City Council Chamber
8047 W. Main Street
Rathdrum, ID 83858
(208) 687-0261

WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

- 1) CALL THE MEETING TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) AMENDMENTS TO THE AGENDA
- 5) **ACTION ITEM: CONSENT CALENDAR APPROVAL**
 - A) Council Minutes of January 8, 2019
 - B) Regular and Special Bills as presented
- 6) **VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3-minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight’s meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.**
- 7) OLD BUSINESS

8) CEREMONIES AND REPORTS

- A) Youth Achievement Award to Erika Gallus

9) NEW BUSINESS

- A) **ACTION ITEM:** Consideration of professional services agreement with HMH engineering for the Latah street Bridge replacement
- B) **ACTION ITEM:** Consideration of professional services agreement with David Evans & Associates for SH53-Meyer Road intersection improvements
- C) **ACTION ITEM:** Consideration Lease Agreement with Royal Business Systems for large format printer-copier-scanner
- D) Presentation about City Financial expectations for the SH41 widening project
- E) City Council email addresses discussion

11)STAFF REPORTS

- A) Public Works Reporting
- B) Police Reporting
- C) Park and Recreation Reporting
- D) City Administrator
 - 1. Public Records Presentation

12)MAYOR'S REPORT/APPOINTMENTS

13)COUNCIL REPORTS

14)ADJOURN

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.

Council Calendar

February 12th, 2020

February 12	6:00 pm	Regular Council Meeting
February 13	10:30 am	Senior Center Meeting
February 13	1:30 pm	KMPO
February 14	8:00 am	Council Pay Day
February 17	All Day	Presidents Day – City Offices will be Closed
February 19	6:00 pm	Planning & Zoning Commission
February 20	11:50 am	Chamber Luncheon
February 25	8:00 am	KCATT
February 25	6:00 pm	Park and Rec Commission - Cancelled
February 26	6:00 pm	Regular Council Meeting



Rathdrum

City Council Minutes

January 08, 2020

6:00 p.m.

Location: City Council Chamber
8047 W. Main Street
Rathdrum, ID 83858
(208) 687-0261



WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.

1) CALL THE MEETING TO ORDER

Meeting called to order at 6:02 pm

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

PRESENT: Councilor Meckel, Councilor Laws, Councilor Rickard, Councilor Holmes and Mayor Holmes

ABSENT:

STAFF: City Administrator Duce, City Clerk Halligan, City Engineer/Public Works Director Jump, Police Chief McLean, Sergeant Ray, City Planner Siess, Park and Recreation Director Singer and City Attorney Herrington

4) AMENDMENTS TO THE AGENDA

5) **ACTION ITEM:** CONSENT CALENDAR APPROVAL

A) Council Minutes of December 11, 2019

B) Regular and Special Bills as presented

City Administrator gave a brief presentation on the consent calendar

Councilor Meckel made a MOTION that we approve the Consent Calendar as presented. Motion seconded by Councilor Holmes.

AYES: Councilor Meckel
Councilor Holmes
Councilor Laws
Councilor Rickard

NAYES: None

ABSENT:

Passed by all

- 6) VISITORS COMMENTS – An opportunity to address concerns not on the agenda (No formal action allowed – 3-minute time limit per issue) issues may be placed on subsequent agenda. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight’s meeting, if time permitting. Repeated comments of the same or similar topic will be considered out of order and not allowed.**

Michael Fox
13403 N Grand Canyon St
Rathdrum, ID

I have an inquiry. Is the Comprehensive plan available on the City Website?

City Planner Siess stated I don’t believe it is on the City Website but we can try and setup an FTP site to get it on there.

I am making a request for the City of Rathdrum to provide an official individual city email address for every elected Council member.

7) OLD BUSINESS

- A) ACTION ITEM:** Consideration of Ordinance to Post the State Statute of Firework stand hours

City Attorney Herrington gave a brief presentation on the State Statute of Firework stand hours.

Councilor Meckel made a MOTION that the Ordinance to Post the State Statute of Firework stand hours be placed on its first reading by title only, under suspension of

the rules and to waive its second & third readings. Motion seconded by Councilor Holmes.

AYES: Councilor Meckel
Councilor Holmes
Councilor Laws
Councilor Rickard

NAYES: None

ABSENT:

Passed by all

Mayor then reads Ordinance by title only.

Councilor Meckel made a MOTION that we adopt the Ordinance to Post the State Statute of Firework stand hours and to publish by summary only & incorporate the title of the Ordinance into the body of the summary. Motion seconded by Councilor Holmes.

AYES: Councilor Meckel
Councilor Holmes
Councilor Laws
Councilor Rickard

NAYES: None

ABSENT:

Passed by all

8) CEREMONIES AND REPORTS

A) Present Deborah Holmes and Fred Meckel Appreciation awards for years of service

Mayor Holmes presented Deborah Holmes and Fred Meckel with a plaque of Appreciation for 12 years of service with the City of Rathdrum

B) 5 Minute Recess

C) Oath of Office Mayor Holmes, Councilor Adams and Councilor Hill

City Clerk Halligan read the oath of office and affirmed Mayor Holmes and Councilor Adams into office.

Councilor Hill was absent from the Council Meeting. He will be affirmed into office at a later date.

ROLL CALL:

PRESENT: Councilor Laws, Councilor Rickard, Councilor Adams and Mayor Holmes

ABSENT: Councilor Hill

D) ACTION ITEM: Election of Council President

Councilor Rickard made a MOTION to nominate Paula Laws as City Council President. Motion seconded by Councilor Adams.

AYES: Councilor Rickard
Councilor Adams
Councilor Laws

NAYES: None

ABSENT: Councilor Hill

Passed

9) NEW BUSINESS

A) ACTION ITEM: Consideration of the 2020 Meeting Calendar

City Administrator Duce gave a brief presentation on the 2020 meeting Calendar.

Councilor Laws made a MOTION to approve the Council Meeting days as presented with the amendments of removing January 22nd and move the November 11th meeting to November 18th. Motion seconded by Councilor Rickard.

AYES: Councilor Laws
Councilor Rickard
Councilor Adams

NAYES: None

ABSENT: Councilor Hill

Passed

B) ACTION ITEM: Consideration of a Lease Agreement with Royal Business Systems for a wide Format Printer-Copier-Scanner

City Engineer/Public Works Jump gave a brief presentation on the Lease Agreement with Royal Business systems to obtain a large-scale printer, copier and scanner.

Mayor Holmes and the Council discussed if it would be best to purchase or lease the printer.

The Council decided to move forward with the lease agreement.

Councilor Rickard made a MOTION to accept the Lease Agreement with Royal Business Systems for a wide Format Printer-Copier-Scanner. Motion seconded by Councilor Adams.

AYES: Councilor Rickard
Councilor Adams
Councilor Laws

NAYES: None

ABSENT: Councilor Hill

Passed

- C) **ACTION ITEM:** Consideration of Ordinance to change select misdemeanor code violations to infractions.

Councilor Rickard made a MOTION that the Ordinance to change select misdemeanor code violations to infractions be placed on its first reading by title only, under suspension of the rules and to waive its second & third readings. Motion seconded by Councilor Laws.

AYES: Councilor Rickard
Councilor Laws
Councilor Adams

NAYES: None

ABSENT: Councilor Hill

Passed

Mayor then reads Ordinance by title only.

Councilor Rickard made a MOTION that we adopt the Ordinance to change select misdemeanor code violations to infractions and to publish by summary only & incorporate the title of the Ordinance into the body of the summary. Motion seconded by Councilor Laws.

AYES: Councilor Rickard
Councilor Laws
Councilor Adams

NAYES: None
ABSENT: Councilor Hill

Passed

- D) ACTION ITEM:** Consideration of the Memo of Understanding with the Rathdrum Chamber of Commerce.

City Administrator Duce gave a brief presentation on the Memo of Understanding with the Rathdrum Chamber of Commerce.

Councilor Laws made a MOTION to approve the consideration of the Memo of Understanding with the Rathdrum Chamber of Commerce. Motion seconded by Councilor Rickard.

AYES: Councilor Laws
Councilor Rickard
Councilor Adams

NAYES: None
ABSENT: Councilor Hill

Passed

11) STAFF REPORTS

- A) Park and Recreation Reporting
- B) Police Reporting
- C) Public Works Reporting
- D) City Administrator
 - 1) Open Meeting Law Training

City Administrator Duce gave a PowerPoint presentation on the Open Meeting Law.

City Administrator Duce highlighted for the Mayor and Council

- What is a Meeting
- The difference between a Decision and a Deliberation
- Notice of Meetings – Agendas
- Executive sessions
- Violations

12) MAYOR'S REPORT/APPOINTMENTS

13) COUNCIL REPORTS

14)ADJOURN

Meeting was adjourned at 7:57 pm

Vic Holmes, Mayor

Attest:

Sherry L Halligan, City Clerk

Rathdrum City Hall is an ADA accessible building. Assistance for persons with disabilities will be provided upon 24-hours' notice prior to the meeting.

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-217500							
2160	Regence Blue Shield of Idaho	200120022385	February premium	01/12/2020	40,523.16	40,523.16	01/22/2020
Total 10-217500:					40,523.16	40,523.16	
10-217550							
2008	PRINCIPAL LIFE INS CO	FEB2020	Feb premium	01/21/2020	668.64	668.64	01/22/2020
Total 10-217550:					668.64	668.64	
10-217900							
1670	NCPERS GROUP LIFE INS, C/O	C61600000000	February premium	01/13/2020	256.00	256.00	01/22/2020
Total 10-217900:					256.00	256.00	
10-218200							
100	AFLAC	224590	Jan premium	01/26/2020	2,213.49	.00	
Total 10-218200:					2,213.49	.00	
10-218350							
496	COLONIAL LIFE	E5105770-010	Volunteer Life Ins	01/25/2020	379.35	.00	
Total 10-218350:					379.35	.00	
10-218400							
2008	PRINCIPAL LIFE INS CO	FEB2020	Feb premium	01/21/2020	3,218.16	3,218.16	01/22/2020
Total 10-218400:					3,218.16	3,218.16	
10-218500							
2008	PRINCIPAL LIFE INS CO	FEB2020	Feb premium	01/21/2020	849.11	849.11	01/22/2020
Total 10-218500:					849.11	849.11	
10-218600							
2445	STATE INSURANCE FUND	22246540	Workmans Comp Premium	01/13/2020	55,180.00	55,180.00	01/22/2020
Total 10-218600:					55,180.00	55,180.00	
10-370-960							
2949	XPRESS GRAPHICS INC	7599	Deposit for 1/2 phase 1 Trail Desi	01/08/2020	11,450.00	11,450.00	01/22/2020
Total 10-370-960:					11,450.00	11,450.00	
10-411-470							
210	ASSOCIATION OF IDAHO CITIE	200006542	CoDC Luncheon-Darrell Rickard	01/09/2020	50.00	50.00	01/22/2020
2780	THE GROVE HOTEL	630829	Lodging for Day at Capitol- Rickar	01/24/2020	149.00	149.00	01/30/2020
Total 10-411-470:					199.00	199.00	
10-414-215							
2815	VISA	LD9534DEC19	Dec pymt LD	12/27/2019	1,565.49	1,565.49	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-414-215:					1,565.49	1,565.49	
10-414-330							
2815	VISA	LD9534DEC19	Dec pymt LD	12/27/2019	179.19	179.19	01/22/2020
Total 10-414-330:					179.19	179.19	
10-414-470							
2815	VISA	LD9534DEC19	Dec pymt LD	12/27/2019	57.49	57.49	01/22/2020
Total 10-414-470:					57.49	57.49	
10-415-310							
134	AMAZON CAPITAL SERVICES	1XF7-GMFC-7	Hard drive	01/06/2020	59.99	59.99	01/22/2020
134	AMAZON CAPITAL SERVICES	1Y7T-L3N7-JQ	Supplies	01/22/2020	30.49	30.49	01/30/2020
1240	J.THAYER COMPANY, INC	1426787-0	Copy paper	01/24/2020	38.60	38.60	01/30/2020
1360	KOOTENAI COUNTY REPROGR	2020-0000005	Door hangers	01/30/2019	107.69	.00	
1360	KOOTENAI COUNTY REPROGR	2020-0000005	Utility envelooes	01/31/2020	128.44	.00	
2518	SUPER ONE FOODS	02-1362506	Supplies	12/23/2019	4.94	4.94	01/22/2020
2518	SUPER ONE FOODS	03-1965585	Supplies	12/23/2019	4.73	4.73	01/22/2020
2518	SUPER ONE FOODS	03-1985585	Supplies	12/23/2019	4.73	4.73	01/22/2020
2518	SUPER ONE FOODS	04-2224767	Creamer,banana bread, glade plu	12/19/2019	4.37	4.37	01/22/2020
2518	SUPER ONE FOODS	04-2264481	Donuts	01/29/2020	2.18	2.18	01/30/2020
2518	SUPER ONE FOODS	06-774665	Creamer	01/07/2020	3.28	3.28	01/22/2020
2815	VISA	LD9534DEC19	Dec pymt LD	12/27/2019	185.81	185.81	01/22/2020
2815	VISA	MT7773JAN20	Jan credit card pymt MT	01/27/2020	10.63	.00	
Total 10-415-310:					585.88	339.12	
10-415-320							
134	AMAZON CAPITAL SERVICES	14KJ-16H6-1Y	Photography back drop	01/30/2020	26.19	.00	
134	AMAZON CAPITAL SERVICES	14KJ-N6H6-1Y	Crediti paid by Leon's credit crd &	01/30/2020	18.47-	.00	
72	AWARDS ETC	31291	Mayor's Youth Achievement Awar	01/28/2020	103.00	103.00	01/30/2020
546	CRYSTAL SPRINGS	100773010010	Cooler rent & water	01/04/2020	75.36	75.36	01/22/2020
546	CRYSTAL SPRINGS	100773010201	Cooler rent & water	02/01/2020	124.96	.00	
Total 10-415-320:					311.04	178.36	
10-415-330							
2815	VISA	LD9534DEC19	Dec pymt LD	12/27/2019	24.99	24.99	01/22/2020
Total 10-415-330:					24.99	24.99	
10-415-370							
1424	NEOPOST	12420	Meter refill	01/24/2020	28.78	28.78	01/30/2020
2815	VISA	LD9534DEC19	Dec credit card pymt ES	12/27/2019	23.24	23.24	01/22/2020
Total 10-415-370:					52.02	52.02	
10-415-470							
2815	VISA	MT7773DEC19	Dec credit card pymt MT	12/27/2019	50.97	50.97	01/22/2020
Total 10-415-470:					50.97	50.97	
10-415-480							
733	HRNNI	2020DUES	Annual dues-Halligan	01/16/2020	13.33	13.33	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-415-480:					13.33	13.33	
10-415-510							
787	FRONTIER	2086870261DE	Tele	01/04/2020	141.02	141.02	01/22/2020
1979	POWERNET GLOBAL COMMUNI	41788099	Long distance service	01/08/2020	31.51	31.51	01/22/2020
75	TIME WARNER CABLE	002706401252	Internet fee	01/30/2020	132.50	132.50	01/30/2020
75	TIME WARNER CABLE	016285301092	Internet fee	01/13/2020	71.66	71.66	01/22/2020
2810	VERIZON WIRELESS, BELLEUV	9847084906	Cell phones -CH	01/25/2020	91.76	.00	
Total 10-415-510:					468.45	376.69	
10-415-796							
2271	ROYAL BUSINESS SYSTEMS-T	26315265	Copiers	01/30/2020	416.81	416.81	01/30/2020
Total 10-415-796:					416.81	416.81	
10-415-820							
1977	POST FALLS LAW	207727	Late fee	12/31/2019	66.58	66.58	01/22/2020
Total 10-415-820:					66.58	66.58	
10-415-890							
1037	ROYAL BUSINESS SYSTEMS-S	IN118119CH	Contract overage	01/09/2020	138.24	138.24	01/22/2020
Total 10-415-890:					138.24	138.24	
10-416-423							
1977	POST FALLS LAW	207727	Legal fees	12/31/2019	4,500.00	4,500.00	01/22/2020
Total 10-416-423:					4,500.00	4,500.00	
10-416-429							
283	BENEFITS EXCHANGE NORTH	3648	Amin fee	02/04/2020	42.00	.00	
280	BILLING SYSTEMS of IDAHO	255500000082	Pre-collect fee	12/02/2019	3.00	3.00	01/22/2020
480	COEUR D'ALENE PRESS, INC.	100357020	Ord 587 lgl 3001	01/11/2020	54.66	54.66	01/22/2020
480	COEUR D'ALENE PRESS, INC.	100357024	Ord 588 lgl 3002	01/11/2020	68.48	68.48	01/22/2020
480	COEUR D'ALENE PRESS, INC.	10054812	Street report	01/10/2020	75.47	75.47	01/22/2020
Total 10-416-429:					243.61	201.61	
10-419-421							
272	BERNHART & BUCK, INC	3641	Audit preparation	01/06/2020	321.00	321.00	01/22/2020
2347	SHL CPAs PLLC	892	Progress billing	01/31/2020	1,666.67	.00	
Total 10-419-421:					1,987.67	321.00	
10-419-540							
2815	VISA	SH0595DEC19	Employee Christmas party	12/27/2019	472.49	472.49	01/22/2020
Total 10-419-540:					472.49	472.49	
10-421-310							
134	AMAZON CAPITAL SERVICES	1DRH-M7CQ-C	File cabinet	02/03/2020	652.46	.00	
2440	STAPLES ADVANTAGE	3436028009	Credit for inv 3399320915	01/11/2020	66.00-	66.00-	01/22/2020
2440	STAPLES ADVANTAGE	3436028012	Pens, airwick refills, correction tap	01/11/2020	100.19	100.19	01/22/2020
2440	STAPLES ADVANTAGE	3436636984	Book, memo	01/10/2020	102.95	.00	
2440	STAPLES ADVANTAGE	3436636986	Airwick refill credit	01/18/2020	1.80-	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2440	STAPLES ADVANTAGE	3436636988	White out	01/18/2020	2.24	.00	
2440	STAPLES ADVANTAGE	3437172290	Notary stamp	01/10/2020	19.19	.00	
2440	STAPLES ADVANTAGE	3437172291	Notary stamp	01/10/2020	19.19	.00	
2440	STAPLES ADVANTAGE	3437172292	Ink cart	01/24/2020	79.18	.00	
2815	VISA	TM1666DEC19	Dec credit card pymt TM	12/27/2019	63.60	63.60	01/22/2020
Total 10-421-310:					966.72	97.79	
10-421-320							
134	AMAZON CAPITAL SERVICES	117W-PJHK-H	Sno broom	01/17/2020	36.50	36.50	01/22/2020
134	AMAZON CAPITAL SERVICES	19F7-6NVG-6P	Two way radio	12/14/2019	58.75	58.75	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	892340	De-icer wash	01/02/2020	19.80	19.80	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	894343	Mirror, window wash	01/21/2020	8.08	8.08	01/22/2020
2144	RATHDRUM TRADING POST HA	5474/1	Broom handle	01/15/2020	7.19	7.19	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13307/3	Plow extendable	01/17/2020	44.98	44.98	01/22/2020
2815	VISA	TM1666DEC19	Dec credit card pymt TM	12/27/2019	57.54	57.54	01/22/2020
Total 10-421-320:					232.84	232.84	
10-421-325							
790	GALLS PARENT HOLDINGS,LLC	014720710	Duty belt	01/10/2020	44.83	44.83	01/30/2020
2765	UNIFORMS 2 GEAR	99270	Safariland item	12/27/2019	126.00	126.00	01/22/2020
2765	UNIFORMS 2 GEAR	99279	Pants & shirts	12/31/2019	210.70	210.70	01/22/2020
2765	UNIFORMS 2 GEAR	99287	Pants	12/31/2019	70.65	70.65	01/22/2020
Total 10-421-325:					452.18	452.18	
10-421-326							
134	AMAZON CAPITAL SERVICES	1RWL-GD91-F	Powerlet cartridges for air guns	01/19/2020	27.57	27.57	01/22/2020
Total 10-421-326:					27.57	27.57	
10-421-330							
270	BANNER FUEL	1936501RPD	Dec fuel RPD	12/31/2019	3,591.18	3,591.18	01/22/2020
960	HICO COUNTRY STORE, INC.	113319	Dec fuel PD	12/23/2019	32.03	32.03	01/22/2020
960	HICO COUNTRY STORE, INC.	113324	Jan fuel PD	01/17/2020	15.77	15.77	01/22/2020
Total 10-421-330:					3,638.98	3,638.98	
10-421-350							
863	JOHN GRAFE	170184	Oil change & tire rotation	01/01/2020	80.00	80.00	01/22/2020
863	JOHN GRAFE	170186	Oil change & tire rotation	01/01/2020	80.00	80.00	01/22/2020
863	JOHN GRAFE	200001	Oil chg, tire rotation	01/22/2020	80.00	.00	
Total 10-421-350:					240.00	160.00	
10-421-370							
1424	NEOPOST	12420	Meter refill	01/24/2020	114.40	114.40	01/30/2020
Total 10-421-370:					114.40	114.40	
10-421-423							
430	CITY OF POST FALLS	INV04562	Legal fees	01/21/2020	5,400.00	5,400.00	01/30/2020
Total 10-421-423:					5,400.00	5,400.00	
10-421-430							
1035	I LETS	S0066988	Access fee, user fee msg traffic	01/01/2020	1,718.75	1,718.75	01/30/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-421-430:					1,718.75	1,718.75	
10-421-435							
1577	LEXIPOL LLC	32358	Law enforcement manual	01/01/2020	5,655.00	5,655.00	01/22/2020
Total 10-421-435:					5,655.00	5,655.00	
10-421-470							
2815	VISA	TM1666DEC19	Dec credit card pymt TM	12/27/2019	48.81	48.81	01/22/2020
Total 10-421-470:					48.81	48.81	
10-421-480							
436	CLEARWATER SPRINGS	648241	Water	01/23/2019	20.00	20.00	01/22/2020
436	CLEARWATER SPRINGS	650521	Cooler rent & water	12/13/2019	20.00	20.00	01/22/2020
436	CLEARWATER SPRINGS	652327	Water	12/27/2019	15.00	15.00	01/22/2020
679	EDUCATION & EMPLOYMENT L	YEAR2020	Annual subscription	01/03/2020	159.00	159.00	01/22/2020
2703	TRANSUNION	3005511-20200	Searches	02/01/2020	50.00	.00	
2704	TRANSUNION RISK ALTERNATI	3005511-20191	Search fee	01/01/2020	50.00	50.00	01/22/2020
Total 10-421-480:					314.00	264.00	
10-421-490							
1965	POST ACADEMY	S0070867	EVOC Instructor-April 2020 BAKE	01/16/2020	1,300.00	1,300.00	01/22/2020
Total 10-421-490:					1,300.00	1,300.00	
10-421-510							
259	B & C TELEPHONE	CSM-074613	Remote labor	12/27/2019	109.00	109.00	01/22/2020
787	FRONTIER	2080016771JA	Tele	01/13/2020	247.00	247.00	01/30/2020
787	FRONTIER	2086870711JA	Tele	01/13/2020	410.25	410.25	01/30/2020
1239	J&R ELECTRONICS	045934	Hoodoo Mt Co-location 6 months	01/30/2019	1,950.00	.00	
1979	POWERNET GLOBAL COMMUNI	41815333	Long distance service	01/30/2020	91.29	.00	
75	TIME WARNER CABLE	000123412281	Internet fee	12/28/2019	187.59	187.59	01/22/2020
75	TIME WARNER CABLE	RPD1234FEB2	Internet service	01/28/2020	375.18	.00	
2810	VERIZON WIRELESS, BELLEVU	9847084906	Cell phones -PD	01/25/2020	862.38	.00	
Total 10-421-510:					4,232.69	953.84	
10-421-520							
240	AVISTA UTILITIES	6538920000JA	GAS & ELECTRIC	01/21/2020	438.71	438.71	01/30/2020
240	AVISTA UTILITIES	844674000JAN	Natural gas	01/21/2020	52.67	52.67	01/30/2020
920	NORTHWEST WASTE & RECYC	326920	2yd fl 1xw	01/01/2020	46.50	46.50	01/22/2020
Total 10-421-520:					537.88	537.88	
10-421-610							
863	JOHN GRAFE	170185	Replace battery	01/01/2020	212.46	212.46	01/22/2020
863	JOHN GRAFE	170187	Repaired door lock assembly	01/01/2010	60.00	60.00	01/22/2020
1505	LES SCHWAB TIRES	12700304475	4 tires	12/05/2019	200.00	200.00	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	893678	Wiper blade	01/14/2020	8.63	8.63	01/22/2020
1815	O'REILLY AUTO PARTS	3930-476088	Wiper blade	01/24/2020	52.18	.00	
Total 10-421-610:					533.27	481.09	
10-421-685							
1390	KOOTENAI HUMANE SOCIETY	RATH 12-2019	Animal care	01/11/2020	135.00	135.00	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-421-685:					135.00	135.00	
10-421-695							
2301	SAFARILAND, LLC	1010-265332	TCI Service Repair, Brady ID Slee	01/27/2020	200.00	.00	
Total 10-421-695:					200.00	.00	
10-421-720							
2515	SUN RENTAL POST FALLS	363914-01	Skidsteer loader rent	01/17/2020	559.00	559.00	01/22/2020
2792	VAHEY, STACEY	148	Cleaning service	01/07/2020	425.00	425.00	01/22/2020
Total 10-421-720:					984.00	984.00	
10-421-760							
700	EMPIRE INSIGNIAS	2001025	Police challenge coins	01/02/2020	1,425.00	1,425.00	01/22/2020
Total 10-421-760:					1,425.00	1,425.00	
10-421-775							
732	JOSEPH HUME	2020-0201-S	Service contract	01/15/2020	400.00	400.00	01/22/2020
Total 10-421-775:					400.00	400.00	
10-421-796							
1037	ROYAL BUSINESS SYSTEMS-S	IN118119RPD	Overage	01/09/2020	344.78	344.78	01/22/2020
2271	ROYAL BUSINESS SYSTEMS-T	26315265	Copiers	01/30/2020	416.82	416.82	01/30/2020
Total 10-421-796:					761.60	761.60	
10-421-797							
2815	VISA	TM1666DEC19	Dec credit card pymt TM	12/27/2019	14.99	14.99	01/22/2020
Total 10-421-797:					14.99	14.99	
10-421-810							
2815	VISA	TM1666DEC19	Dec credit card pymt TM	12/27/2019	329.45	329.45	01/22/2020
Total 10-421-810:					329.45	329.45	
10-421-850							
2815	VISA	TM1666DEC19	Dec credit card pymt TM	12/27/2019	362.55	362.55	01/22/2020
Total 10-421-850:					362.55	362.55	
10-423-310							
1240	J.THAYER COMPANY, INC	1422344-0	Planner, pens	01/09/2020	18.14	18.14	01/22/2020
1037	ROYAL BUSINESS SYSTEMS-S	IN118119PW	Contract overage	01/09/2020	83.28	83.28	01/22/2020
2815	VISA	SH0595DEC19	Supplies for public work mailing	12/27/2019	131.39	131.39	01/22/2020
Total 10-423-310:					232.81	232.81	
10-423-320							
2518	SUPER ONE FOODS	04-2250304	Creamer	01/15/2020	21.82	21.82	01/22/2020
Total 10-423-320:					21.82	21.82	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-423-330							
270	BANNER FUEL	1936501PW	Jan fuel PW	12/31/2019	2,301.22	2,301.22	01/22/2020
960	HICO COUNTRY STORE, INC.	113321	Jan fuel PW	01/06/2020	26.15	26.15	01/22/2020
960	HICO COUNTRY STORE, INC.	113323	Jan fuel pw	01/17/2020	31.09	31.09	01/22/2020
960	HICO COUNTRY STORE, INC.	113326	Jan fuel pw	01/31/2020	27.65	.00	
Total 10-423-330:					2,386.11	2,358.46	
10-423-370							
1424	NEOPOST	12420	Meter refill	01/24/2020	112.55	112.55	01/30/2020
Total 10-423-370:					112.55	112.55	
10-423-510							
787	FRONTIER	2086875542JA	Shop	01/04/2020	467.49	467.49	01/22/2020
2810	VERIZON WIRELESS, BELLEVU	9847084906	Cell phones -PW	01/25/2020	585.84	.00	
Total 10-423-510:					1,053.33	467.49	
10-423-520							
240	AVISTA UTILITIES	3797170000JA	Comfort billing	01/21/2020	60.00	60.00	01/30/2020
240	AVISTA UTILITIES	8475570000JA	GAS & ELECTRIC	01/21/2020	437.78	437.78	01/30/2020
1370	KOOTENAI COUNTY SOLID WA	80608DEC19	Garbage dumpster	12/31/2019	361.80	361.80	01/22/2020
1370	KOOTENAI COUNTY SOLID WA	81011DEC19	Garbage dumpster	12/31/2019	33.50	33.50	01/22/2020
920	NORTHWEST WASTE & RECYC	0326913	6yd fl 2xwk	01/01/2020	145.10	145.10	01/22/2020
920	NORTHWEST WASTE & RECYC	326915	2yd fl 1xw	01/01/2020	36.50	36.50	01/22/2020
Total 10-423-520:					1,074.68	1,074.68	
10-423-720							
163	APOLLO SHEET METAL, Inc	910001669	HVAC/R Preventive Maintenance	12/31/2019	344.00	344.00	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13486/3	Wire,GFI	02/05/2020	34.17	.00	
2792	VAHEY, STACEY	148	Cleaning service	01/07/2020	595.00	595.00	01/22/2020
Total 10-423-720:					973.17	939.00	
10-423-920							
2271	ROYAL BUSINESS SYSTEMS-T	26315265	Copiers	01/30/2020	416.82	416.82	01/30/2020
Total 10-423-920:					416.82	416.82	
10-424-440							
480	COEUR D'ALENE PRESS, INC.	100352159-124	Public Hearing P & Z LGL 2919	12/24/2019	222.27	222.27	01/22/2020
480	COEUR D'ALENE PRESS, INC.	100354330-010	Public Hearing P & Z LGL 2958	01/02/2020	222.27	222.27	01/22/2020
Total 10-424-440:					444.54	444.54	
10-424-460							
1360	KOOTENAI COUNTY REPROGR	2020-0000004	Violation Notices	01/13/2020	80.73	80.73	01/22/2020
Total 10-424-460:					80.73	80.73	
10-424-470							
210	ASSOCIATION OF IDAHO CITIE	YM200006415	Fall Academy Mari	01/29/2019	39.00	39.00	01/30/2020
Total 10-424-470:					39.00	39.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-424-480							
140	AMERICAN PLANNING ASSOCI	246124-2015	Membership-Mari Davey	01/17/2020	95.00	95.00	01/30/2020
Total 10-424-480:					95.00	95.00	
10-425-470							
2120	RATHDRUM CHAMBER OF COM	1306	Network luncheon kevin	01/30/2020	15.00	15.00	01/30/2020
2815	VISA	MT7773DEC19	Dec credit card pymt MT	12/27/2019	1,065.90	1,065.90	01/22/2020
Total 10-425-470:					1,080.90	1,080.90	
10-425-480							
2833	WATER ENVIRONMENT FEDER	17453934YR20	Annual dues	01/30/2020	210.00	.00	
Total 10-425-480:					210.00	.00	
10-431-320							
1016	INTERMOUNTAIN SIGN & SAFE	11567	Signs	01/03/2020	180.00	180.00	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	892982	Solenoid	01/08/2020	46.13	46.13	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	893800	Wiper blade	01/15/2020	60.36	60.36	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	893805	Wiper blade	01/15/2020	32.40	32.40	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	894577	Rain X, scraper	01/23/2020	16.92	16.92	01/30/2020
1650	NAPA AUTO STORE, CDA, INC.	895035	Gloves	01/28/2020	29.98	.00	
1720	Norco	28229076	Cylinder rent	12/31/2019	53.66	53.66	01/22/2020
1726	NORTH 40 OUTFITTERS	30148/E	Torch,motor tune up,silcone spray	01/03/2020	105.17	105.17	01/22/2020
1815	O'REILLY AUTO PARTS	3930-473507	Blade guide	01/08/2020	63.00	63.00	01/22/2020
1815	O'REILLY AUTO PARTS	3930-474812	Wiper refill	01/15/2020	53.90	53.90	01/30/2020
1815	O'REILLY AUTO PARTS	3930-475663	Fuel cap	01/21/2020	17.18	17.18	01/30/2020
1830	OXARC, INC.	30875285	Gloves, earplugs, bifocals	01/30/2020	46.31	.00	
1830	OXARC, INC.	60544942	Acetylene	12/31/2019	12.02	12.02	01/22/2020
1930	PLATT	X940713	Shop lights	12/30/2019	326.57	326.57	01/22/2020
2144	RATHDRUM TRADING POST HA	5412/1	Tamper	01/07/2020	15.29	15.29	01/22/2020
2144	RATHDRUM TRADING POST HA	5413/1	Trash bag, tamper	01/07/2020	7.20-	7.20-	01/22/2020
2246	ROCKMOUNT RESEARCH & AL	1251170	C.o. electra, wire cup brush, whee	01/13/2020	653.66	653.66	01/22/2020
2246	ROCKMOUNT RESEARCH & AL	1251345	C.O. Electra	01/15/2020	164.64	164.64	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13203/3	Wrench comb, socket, cut off whe	01/09/2020	33.40	33.40	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13416/3	Tank, oil	01/29/2020	32.19	.00	
2328	SERIGHT'S ACE HARWARE 3	13428/3	Supplies	01/30/2020	26.40	.00	
Total 10-431-320:					1,961.98	1,827.10	
10-431-330							
1650	NAPA AUTO STORE, CDA, INC.	893013	Power service diesel	01/09/2020	82.35	82.35	01/22/2020
Total 10-431-330:					82.35	82.35	
10-431-350							
1650	NAPA AUTO STORE, CDA, INC.	895348	Oil filters, toggleon-off	01/31/2020	39.18	.00	
Total 10-431-350:					39.18	.00	
10-431-429							
78	A DRUG FREE ALLIANCE	38881	Clinic collection & MRO confirmati	01/24/2020	70.00	.00	
Total 10-431-429:					70.00	.00	
10-431-510							
222	AT & T MOBILITY	287262285686	Call out phone	01/05/2020	145.71	145.71	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2815	VISA	MT7773DEC19	Dec credit card pymt MT	12/27/2019	17.97	17.97	01/22/2020
Total 10-431-510:					163.68	163.68	
10-431-525							
240	AVISTA UTILITIES	0204138305JA	Street lights	01/21/2020	43.67	43.67	01/30/2020
240	AVISTA UTILITIES	0395820000JA	Street lights	01/21/2020	36.57	36.57	01/30/2020
240	AVISTA UTILITIES	0432070000JA	Street lights	01/21/2020	188.05	188.05	01/30/2020
240	AVISTA UTILITIES	2219530000JA	Street lights	01/21/2020	24.77	24.77	01/30/2020
240	AVISTA UTILITIES	2756400000DE	Street lights	12/30/2019	6,619.86	6,619.86	01/22/2020
240	AVISTA UTILITIES	2756400000JA	Street lights	01/30/2020	6,668.80	.00	
240	AVISTA UTILITIES	2820160000JA	Street lights	01/21/2020	13.13	13.13	01/30/2020
240	AVISTA UTILITIES	4527920000JA	Street lights	01/21/2020	41.64	41.64	01/30/2020
240	AVISTA UTILITIES	5798260000JA	Street lights	01/21/2020	201.29	201.29	01/30/2020
240	AVISTA UTILITIES	5828150000JA	Street lights	01/21/2020	13.75	13.75	01/30/2020
240	AVISTA UTILITIES	6732020000JA	ELECTRIC	01/21/2020	36.51	36.51	01/30/2020
240	AVISTA UTILITIES	6852400000JA	Street lights	01/21/2020	13.19	13.19	01/30/2020
240	AVISTA UTILITIES	7122810000JA	Street lights	01/30/2020	13.76	13.76	01/30/2020
240	AVISTA UTILITIES	7896220000JA	Street lights	01/21/2020	13.75	13.75	01/30/2020
1385	KOOTENAI ELECTRIC	1488980JAN20	Street lights	01/20/2020	135.00	135.00	01/30/2020
1385	KOOTENAI ELECTRIC	1587962JAN20	Street lights	01/20/2020	142.94	142.94	01/30/2020
1385	KOOTENAI ELECTRIC	1800084DEC1	Street lights	12/30/2019	294.61	294.61	01/22/2020
1385	KOOTENAI ELECTRIC	1800084JAN20	Street lights	01/30/2020	294.61	.00	
1385	KOOTENAI ELECTRIC	1831880DEC1	Street lights	12/30/2019	44.28	44.28	01/22/2020
1385	KOOTENAI ELECTRIC	1831880JAN20	Street lights	01/30/2020	44.28	.00	
1385	KOOTENAI ELECTRIC	1832815JAN20	Street lights	01/30/2020	256.24	.00	
1385	KOOTENAI ELECTRIC	1837059DEC1	Street lights	12/30/2019	90.78	90.78	01/22/2020
1385	KOOTENAI ELECTRIC	1837059JAN20	Street lights	01/30/2020	90.78	.00	
1385	KOOTENAI ELECTRIC	1844717JAN20	Street lights	01/20/2020	420.47	420.47	01/30/2020
Total 10-431-525:					15,742.73	8,388.02	
10-431-610							
1505	LES SCHWAB TIRES	12700309032	Tires Mount & balance	01/21/2020	490.46	490.46	01/30/2020
1505	LES SCHWAB TIRES	12700309222	Ball joint, thrust angle alignment	01/24/2020	353.96	353.96	01/30/2020
1650	NAPA AUTO STORE, CDA, INC.	892084	New starter	12/30/2019	197.76	197.76	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	892426	Dr blt tensioner assy, hyd hose fitti	01/03/2020	100.50	100.50	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	892823	Flexhead ratchet	01/07/2020	57.33	57.33	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	893988	Blue def, diesel exst fld	01/17/2020	47.40	47.40	01/30/2020
1650	NAPA AUTO STORE, CDA, INC.	894903	Brake rotor, disc pad	01/27/2020	118.93	.00	
1815	O'REILLY AUTO PARTS	3930-476529	Towels & medical supplies	01/30/2020	40.97	40.97	01/30/2020
1815	O'REILLY AUTO PARTS	3930--477079	Manifold set	01/31/2020	13.25	.00	
Total 10-431-610:					1,420.56	1,288.38	
10-431-730							
200	ARROW CONSTRUCTION SUPP	260895	Patch ez cold mix	01/08/2020	382.00	382.00	01/22/2020
200	ARROW CONSTRUCTION SUPP	261637	Cold mix patch	01/30/2020	382.00	.00	
Total 10-431-730:					764.00	382.00	
10-431-846							
1650	NAPA AUTO STORE, CDA, INC.	892682	Weathershield hose	01/06/2020	113.40	113.40	01/22/2020
1815	O'REILLY AUTO PARTS	3930-472598	Blade guide	01/02/2020	39.14	39.14	01/22/2020
2910	WESTERN STATES EQUIPMENT	IN001191965	Cutting edge	01/07/2020	387.16	387.16	01/22/2020
2910	WESTERN STATES EQUIPMENT	IN001191973	Green cement	01/07/2020	8.93	8.93	01/22/2020
2910	WESTERN STATES EQUIPMENT	IN001191984	Edge cutting	01/07/2020	201.45	201.45	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-431-846:					750.08	750.08	
10-435-310							
134	AMAZON CAPITAL SERVICES	112-3526641-5	Mouse pad & wrist rest	01/06/2020	18.47	18.47	01/22/2020
134	AMAZON CAPITAL SERVICES	1XF7-GMFC-7	Hard drive	01/06/2020	59.99	59.99	01/22/2020
2440	STAPLES ADVANTAGE	3435392651	Calendar	12/31/2019	13.83	13.83	01/22/2020
2518	SUPER ONE FOODS	04-2244671	Flowers- Debbie Holmes	01/09/2020	13.97	13.97	01/22/2020
Total 10-435-310:					106.26	106.26	
10-435-320							
960	HICO COUNTRY STORE, INC.	113419	Jan fuel PR	01/30/2020	26.18	.00	
Total 10-435-320:					26.18	.00	
10-435-330							
960	HICO COUNTRY STORE, INC.	113414	Jan fuel	01/06/2020	107.05	107.05	01/22/2020
960	HICO COUNTRY STORE, INC.	113415	Jan fuel PR	01/06/2020	40.00	40.00	01/22/2020
960	HICO COUNTRY STORE, INC.	113416	Jan fuel PR	01/17/2020	48.40	48.40	01/22/2020
960	HICO COUNTRY STORE, INC.	113417	Jan fuel PR	01/17/2020	37.31	37.31	01/22/2020
960	HICO COUNTRY STORE, INC.	113418	Jan fuel	01/22/2020	97.99	97.99	01/30/2020
Total 10-435-330:					330.75	330.75	
10-435-370							
1424	NEOPOST	12420	Meter refill	01/24/2020	186.70	186.70	01/30/2020
Total 10-435-370:					186.70	186.70	
10-435-420							
72	AWARDS ETC	31203	Retirement plaque Dave page	12/19/2019	107.00	107.00	01/22/2020
1360	KOOTENAI COUNTY REPROGR	2020-0000004		01/09/2020	35.00	35.00	01/30/2020
1730	NORTH IDAHO BLUEPRINT, INC	127536	Color copies	01/08/2020	42.00	42.00	01/22/2020
1730	NORTH IDAHO BLUEPRINT, INC	127548	Color copies	01/15/2020	21.00	.00	
1730	NORTH IDAHO BLUEPRINT, INC	127564	Copies	01/24/2020	42.00	42.00	01/30/2020
Total 10-435-420:					247.00	226.00	
10-435-470							
2815	VISA	ES1391DEC19	Dec credit card pymt ES	12/27/2019	62.35	62.35	01/22/2020
Total 10-435-470:					62.35	62.35	
10-435-510							
787	FRONTIER	2086872399JA	Tele	01/25/2020	299.60	.00	
2810	VERIZON WIRELESS, BELLEVU	9847084906	Cell phones -PR	01/25/2020	317.25	.00	
Total 10-435-510:					616.85	.00	
10-435-520							
240	AVISTA UTILITIES	3088650000JA	ELECTRIC	01/21/2020	331.45	331.45	01/30/2020
920	NORTHWEST WASTE & RECYC	326292	96G Comm 1XWK	12/31/2019	12.00	12.00	01/22/2020
Total 10-435-520:					343.45	343.45	
10-435-720							
1936	POINTE PEST CONTROL	1179810	Quartely pest control	01/02/2020	100.00	100.00	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2792	VAHEY, STACEY	148	Cleaning service	01/07/2020	200.00	200.00	01/22/2020
Total 10-435-720:					300.00	300.00	
10-435-890							
1037	ROYAL BUSINESS SYSTEMS-S	IN118119PR	Overage 10/19-1/20	01/09/2020	1,072.64	.00	
Total 10-435-890:					1,072.64	.00	
10-435-920							
2271	ROYAL BUSINESS SYSTEMS-T	26315265	Copiers	01/30/2020	416.82	416.82	01/30/2020
Total 10-435-920:					416.82	416.82	
10-438-320							
2002	PRECISION POWDER & BLAST	2082	Epoxy primer for City park sign	01/29/2019	225.00	225.00	01/22/2020
2144	RATHDRUM TRADING POST HA	5404/1	Ice melt	01/06/2020	17.99	17.99	01/22/2020
2144	RATHDRUM TRADING POST HA	5406/1	Ice melt	01/06/2020	44.98	44.98	01/22/2020
2144	RATHDRUM TRADING POST HA	5407/1	Utility knife	01/06/2020	13.49	13.49	01/22/2020
2144	RATHDRUM TRADING POST HA	5430/1	Nuts & bolts	01/19/2020	5.00	5.00	01/22/2020
2144	RATHDRUM TRADING POST HA	5499/1	Latching storage	01/21/2020	40.47	40.47	01/30/2020
2144	RATHDRUM TRADING POST HA	5501/1	Paint supplies for Majestic Park	01/21/2020	35.76	35.76	01/22/2020
2144	RATHDRUM TRADING POST HA	5503/1	Extension pole	01/22/2020	12.75	12.75	01/30/2020
2144	RATHDRUM TRADING POST HA	5508/1	Paint	01/22/2020	52.18	52.18	01/30/2020
2144	RATHDRUM TRADING POST HA	5524/1	Paint tray, drop cloth	01/24/2020	31.11	31.11	01/30/2020
2144	RATHDRUM TRADING POST HA	5526/1	Chain	01/24/2020	32.63	32.63	01/30/2020
Total 10-438-320:					511.36	511.36	
10-438-330							
960	HICO COUNTRY STORE, INC.	113324	Jan fuel PR	01/17/2020	15.77	15.77	01/22/2020
Total 10-438-330:					15.77	15.77	
10-438-470							
2518	SUPER ONE FOODS	04-2238900	Cake & soda for Dave Page retire	01/03/2020	39.92	39.92	01/22/2020
2815	VISA	ES5588JAN20	Jan credit crd pymt ES	01/27/2020	54.27	.00	
Total 10-438-470:					94.19	39.92	
10-438-520							
240	AVISTA UTILITIES	0030160000JA	Area light & electric	01/21/2020	33.51	33.51	01/30/2020
240	AVISTA UTILITIES	0126820000JA	ELECTRIC	01/21/2020	29.78	29.78	01/30/2020
240	AVISTA UTILITIES	2491230000JA	ELECTRIC	01/21/2020	13.32	13.32	01/30/2020
240	AVISTA UTILITIES	3476550000JA	ELECTRIC	01/21/2020	13.23	13.23	01/30/2020
240	AVISTA UTILITIES	3706340000JA	ELECTRIC	01/21/2020	14.90	14.90	01/30/2020
240	AVISTA UTILITIES	3857440000JA	ELECTRIC	01/21/2020	37.21	37.21	01/30/2020
240	AVISTA UTILITIES	4305510000JA	ELECTRIC	01/22/2020	17.72	17.72	01/30/2020
240	AVISTA UTILITIES	4552300000JA	Area light & electric	01/21/2020	143.41	143.41	01/30/2020
240	AVISTA UTILITIES	5030160000JA	Area Light	01/21/2020	31.71	31.71	01/30/2020
240	AVISTA UTILITIES	5323310000JA	ELECTRIC	01/21/2020	45.23	45.23	01/30/2020
240	AVISTA UTILITIES	9027800000JA	ELECTRIC	01/21/2020	100.29	100.29	01/30/2020
1239	J&R ELECTRONICS	045919	Business internet monthly access	01/20/2020	325.00	325.00	01/22/2020
Total 10-438-520:					805.31	805.31	
10-438-600							
1016	INTERMOUNTAIN SIGN & SAFE	11581	Rathdrum Mountain sign	01/08/2020	225.00	225.00	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-438-600:					225.00	225.00	
10-438-620							
981	HORIZON	2S123458	Hydraulic oil filter elements	01/31/2020	160.96	.00	
1650	NAPA AUTO STORE, CDA, INC.	895043	Battery	01/28/2020	60.91	.00	
1650	NAPA AUTO STORE, CDA, INC.	895160	Filters & oil	01/29/2020	370.56	.00	
1650	NAPA AUTO STORE, CDA, INC.	895284	Hose	01/30/2020	1.50	.00	
1650	NAPA AUTO STORE, CDA, INC.	895383	Wiper blades	01/31/2020	16.26	.00	
Total 10-438-620:					610.19	.00	
10-438-770							
136	AMERICA ON SITE SERVICES	A-308267	Unit rent	08/16/2019	56.62	.00	
136	AMERICA ON SITE SERVICES	A-319206	Unit rent	10/28/2019	65.00	.00	
Total 10-438-770:					121.62	.00	
10-439-320							
2144	RATHDRUM TRADING POST HA	5406/1	Ice melt	01/06/2020	44.98	44.98	01/22/2020
2815	VISA	ES1391DEC19	Dec ES	12/27/2019	94.08	94.08	01/22/2020
Total 10-439-320:					139.06	139.06	
10-439-520							
240	AVISTA UTILITIES	2180110000JA	ELECTRIC	01/21/2020	13.68	13.68	01/30/2020
240	AVISTA UTILITIES	7852400000JA	ELECTRIC	01/21/2020	20.88	20.88	01/30/2020
1385	KOOTENAI ELECTRIC	1587962JAN20	Street lights	01/20/2020	185.90	185.90	01/30/2020
Total 10-439-520:					220.46	220.46	
10-439-600							
2660	GRACE TREE SERVICE INC	4895	Removed fir tree	01/17/2020	1,200.00	1,200.00	01/30/2020
Total 10-439-600:					1,200.00	1,200.00	
10-439-630							
136	AMERICA ON SITE SERVICES	A-29602	Unit rent	05/31/2019	33.00	.00	
136	AMERICA ON SITE SERVICES	A-325959	Unit rent	12/31/2019	95.00	95.00	01/22/2020
136	AMERICA ON SITE SERVICES	A-328951	A-328951	01/31/2020	95.00	.00	
Total 10-439-630:					223.00	95.00	
10-440-429							
2828	WASHKO, KIMBERLEE ANN	SESSION #3	Mother Daughter Paint Night	01/13/2020	410.00	410.00	01/22/2020
2828	WASHKO, KIMBERLEE ANN	SESSION #4	Mother Daughter Paint night	01/13/2020	390.00	390.00	01/22/2020
Total 10-440-429:					800.00	800.00	
10-440-700							
2761	SUB TERRA LLC	72106	Winter kickers	12/18/2019	432.00	432.00	01/22/2020
2761	SUB TERRA LLC	72112	Shirts	01/03/2020	689.50	689.50	01/22/2020
2761	SUB TERRA LLC	72230	Shirts	01/08/2020	337.75	337.75	01/22/2020
Total 10-440-700:					1,459.25	1,459.25	
10-440-710							
136	AMERICA ON SITE SERVICES	A-308318	Unit rent	09/19/2019	190.24	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
786	FUNFLICKS	6189917	Movie screen	01/10/2020	2,132.34	2,132.34	01/22/2020
2815	VISA	ES1391DEC19	Dec ES	12/27/2019	421.88	421.88	01/22/2020
Total 10-440-710:					2,744.46	2,554.22	
10-440-750							
134	AMAZON CAPITAL SERVICES	1GGR-LRHM-X	Vests, jerseys	01/29/2020	130.80	.00	
162	ANTHEM SPORTS, LLC	266172	Balls	12/27/2019	107.70	107.70	01/22/2020
2815	VISA	ES5588JAN20	Jan credit crd pymt ES	01/27/2020	26.45	.00	
Total 10-440-750:					264.95	107.70	
10-440-805							
134	AMAZON CAPITAL SERVICES	1JRG-CKH6-9	Led foam sticks, wands, batons, p	01/17/2020	73.89	73.89	01/30/2020
134	AMAZON CAPITAL SERVICES	1MM7-NQQY-	Lighting kit, backdrop, bags, ballo	01/08/2020	446.53	446.53	01/22/2020
2144	RATHDRUM TRADING POST HA	5589/1	Supplies for Daddy/Daughter Dan	02/04/2020	56.93	.00	
2144	RATHDRUM TRADING POST HA	5590/1	Pipe	02/04/2020	30.58	.00	
2328	SERIGHT'S ACE HARWARE 3	13471/3	Supplies	02/04/2020	25.49	.00	
2518	SUPER ONE FOODS	04-2245005	Supplies	01/09/2020	5.56	5.56	01/22/2020
2815	VISA	ES5588JAN20	Jan credit card pymt ES	01/27/2020	189.53	.00	
Total 10-440-805:					828.51	525.98	
10-440-825							
136	AMERICA ON SITE SERVICES	A-326613	Unit rent	12/30/2019	190.24	.00	
2144	RATHDRUM TRADING POST HA	5368/1	Lighter fluid	12/30/2019	10.42	10.42	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13097/3	Firewood	12/30/2019	32.33	32.33	01/22/2020
2518	SUPER ONE FOODS	01-992731	Cookies for New Years Eve	12/31/2019	53.82	53.82	01/22/2020
2815	VISA	ES1391DEC19	Dec ES	12/27/2019	209.21	209.21	01/22/2020
2815	VISA	ES5588JAN20	Jan credit card pymt ES	01/27/2020	65.01	.00	
Total 10-440-825:					561.03	305.78	
10-440-845							
136	AMERICA ON SITE SERVICES	A-319154	unit rent	10/29/2019	170.00	.00	
Total 10-440-845:					170.00	.00	
10-490-200							
2815	VISA	MT7773JAN20	Jan credit card pymt MT	01/27/2020	105.33	.00	
2815	VISA	SH0595JAN20	Wellness cards SH	01/27/2020	394.58	.00	
Total 10-490-200:					499.91	.00	
10-490-515							
430	CITY OF POST FALLS	INV04563	Dec dispatch	01/21/2020	7,717.82	7,717.82	01/30/2020
Total 10-490-515:					7,717.82	7,717.82	
40-400-200							
2512	STRATTON LAND SERVICES, IN	13053-30	2019 Street Improvements-add 30	12/31/2019	1,095.00	1,095.00	01/22/2020
Total 40-400-200:					1,095.00	1,095.00	
50-400-100							
690	ELAM & BURKE ATTORNEYS AT	182979	General Representation- Legal Fe	11/30/2019	462.50	462.50	01/31/2020
690	ELAM & BURKE ATTORNEYS AT	182980	Professional Services- Legal Fees	11/30/2019	3,033.00	3,033.00	01/31/2020
690	ELAM & BURKE ATTORNEYS AT	183438	General Representation- Legal Fe	12/31/2019	1,424.50	1,424.50	01/31/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
690	ELAM & BURKE ATTORNEYS AT	183439	Beyond Green Professional Servi	12/31/2019	4,511.65	4,511.65	01/31/2020
Total 50-400-100:					9,431.65	9,431.65	
50-400-600							
480	COEUR D'ALENE PRESS, INC.	0000343530	CDA#2754- Ordinance No. 583	11/16/2019	1,217.53	1,217.53	01/31/2020
Total 50-400-600:					1,217.53	1,217.53	
50-600-200							
1518	LIEN, IVER THOMAS	003	Consulting Fees	12/16/2019	1,122.00	1,122.00	01/31/2020
Total 50-600-200:					1,122.00	1,122.00	
60-434-310							
134	AMAZON CAPITAL SERVICES	1Y7T-L3N7-JQ	Supplies	01/22/2020	30.49	30.49	01/30/2020
1240	J.THAYER COMPANY, INC	1426787-0	Copy paper	01/24/2020	38.60	38.60	01/30/2020
1360	KOOTENAI COUNTY REPROGR	2020-0000005	Door hangers	01/30/2019	107.69	.00	
1360	KOOTENAI COUNTY REPROGR	2020-0000005	Utility envelooes	01/31/2020	128.44	.00	
2518	SUPER ONE FOODS	03-1965585	Supplies	12/23/2019	4.73	4.73	01/22/2020
2518	SUPER ONE FOODS	03-1985585	Supplies	12/23/2019	4.73	4.73	01/22/2020
2518	SUPER ONE FOODS	04-2224767	Creamer	12/19/2019	4.37	4.37	01/22/2020
2518	SUPER ONE FOODS	04-2264481	Donuts	01/29/2020	2.18	2.18	01/30/2020
2518	SUPER ONE FOODS	06-774665	Cake-RPD	01/07/2020	3.28	3.28	01/22/2020
2815	VISA	MT7773JAN20	Jan credit card pymt MT	01/27/2020	10.62	.00	
Total 60-434-310:					335.13	88.38	
60-434-370							
1424	NEOPOST	12420	Meter refill	01/24/2020	28.78	28.78	01/30/2020
2815	VISA	LD9534DEC19	Dec pymt LD	12/27/2019	57.48	57.48	01/22/2020
Total 60-434-370:					86.26	86.26	
60-434-420							
280	BILLING SYSTEMS of IDAHO	25550000084	Pre-collect fee	12/16/2019	3.00	3.00	01/22/2020
Total 60-434-420:					3.00	3.00	
60-434-421							
272	BERNHART & BUCK, INC	3641	Audit preparation	01/06/2020	321.00	321.00	01/22/2020
2347	SHL CPAs PLLC	892	Progree billing	01/31/2020	1,666.67	.00	
2347	SHL CPAs PLLC	892	Progress billing	01/31/2020	1,666.66	.00	
Total 60-434-421:					3,654.33	321.00	
60-434-470							
2815	VISA	MT7773DEC19	Dec credit card pymt MT	12/27/2019	50.97	50.97	01/22/2020
Total 60-434-470:					50.97	50.97	
60-434-480							
733	HRNNI	2020DUES	Annual dues Halligan	01/16/2020	13.33	13.33	01/22/2020
Total 60-434-480:					13.33	13.33	
60-434-510							
787	FRONTIER	2086870261DE	Tele	01/04/2020	141.02	141.02	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1979	POWERNET GLOBAL COMMUNI	41788099	Long distance service	01/08/2020	31.51	31.51	01/22/2020
75	TIME WARNER CABLE	002706401252	Internet fee	01/30/2020	132.50	132.50	01/30/2020
75	TIME WARNER CABLE	016285301092	Internet fee	01/13/2020	71.66	71.66	01/22/2020
2810	VERIZON WIRELESS, BELLEVU	9847084906	Cell phones -CH	01/25/2020	91.77	.00	
Total 60-434-510:					468.46	376.69	
60-434-890							
1037	ROYAL BUSINESS SYSTEMS-S	IN118119CH	Contract overage	01/09/2020	138.24	138.24	01/22/2020
Total 60-434-890:					138.24	138.24	
60-435-520							
240	AVISTA UTILITIES	094230000JA	Water pumping	01/22/2020	196.19	196.19	01/30/2020
240	AVISTA UTILITIES	101602000JA	Water pumping	01/21/2020	759.47	759.47	01/30/2020
240	AVISTA UTILITIES	324230000JAN	Water pumping	01/21/2020	52.11	52.11	01/30/2020
240	AVISTA UTILITIES	370816000JA	Water pumping	01/21/2020	407.72	407.72	01/30/2020
240	AVISTA UTILITIES	445230000JA	ELECTRIC	01/22/2020	147.90	147.90	01/30/2020
787	FRONTIER	2080016152JA	Water pumping	01/04/2020	28.43	28.43	01/22/2020
787	FRONTIER	2080016635JA	Water pumping	01/04/2020	22.80	22.80	01/22/2020
787	FRONTIER	2080019017JA	Water pumping	01/04/2020	28.43	28.43	01/22/2020
787	FRONTIER	2080019365JA	Water pumping	01/04/2020	36.60	36.60	01/22/2020
787	FRONTIER	2086871575DE	Water pumping	12/31/2019	81.14	81.14	01/22/2020
787	FRONTIER	2087700742JA	Water pumping	01/04/2020	13.80	13.80	01/22/2020
787	FRONTIER	2087700805JA	Water pumping	01/04/2020	13.80	13.80	01/22/2020
1385	KOOTENAI ELECTRIC	1835508DEC1	Water pumping	12/30/2019	6,071.80	6,071.80	01/22/2020
1385	KOOTENAI ELECTRIC	1835508JAN20	Water pumping	01/30/2020	6,170.52	.00	
Total 60-435-520:					14,030.71	7,860.19	
60-436-320							
103	ALSCO	LSPO2240953	shop towels & medical supplies	11/11/2019	47.36	.00	
103	ALSCO	LSPO2245750	Shop towels & medical supplies	01/25/2019	47.36	.00	
103	ALSCO	LSPO2257612	Shop towels & medical supplies	12/30/2019	47.36	.00	
103	ALSCO	LSPO2262228	Towels & medical supplies	01/16/2020	47.36	47.36	01/22/2020
103	ALSCO	LSPO2264596	Towels medical supplies	01/20/2020	47.36	47.36	01/30/2020
103	ALSCO	LSPO2266965	Towels & medical supplies	01/27/2020	47.36	47.36	01/30/2020
103	ALSCO	LSPO2269297	Shop towels & medical supplies	02/03/2020	47.36	.00	
277	BEAN TOOLS, INC	329115	Stretch fit BE, hook set	01/15/2020	88.10	88.10	01/22/2020
787	FRONTIER	2086875003JA	Tele	01/04/2020	32.18	32.18	01/22/2020
910	Harbor Freight Tools	479916	Grease hose couplers	01/29/2020	39.98	.00	
1650	NAPA AUTO STORE, CDA, INC.	892295	Trico force blade	01/02/2020	36.32	36.32	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	892772	Oil gun	01/07/2020	10.99	10.99	01/22/2020
1726	NORTH 40 OUTFITTERS	030385/E	Vinyl tubing, gauge	01/24/2020	24.44	24.44	01/30/2020
1815	O'REILLY AUTO PARTS	3930-473155	Exhaust back, markers	01/06/2020	49.63	49.63	01/22/2020
1815	O'REILLY AUTO PARTS	3930-473466	Blade guide & wrench set	01/08/2020	48.00	48.00	01/22/2020
1930	PLATT	X940713	Shop lights	12/30/2019	326.58	326.58	01/22/2020
2144	RATHDRUM TRADING POST HA	5341/1	Paint thinner	12/24/2019	10.06	10.06	01/22/2020
2144	RATHDRUM TRADING POST HA	5356/1	Pipe insulation, hose	12/27/2019	155.58	155.58	01/22/2020
2144	RATHDRUM TRADING POST HA	5418/1	Tape, joint compound	01/07/2020	12.93	12.93	01/22/2020
2144	RATHDRUM TRADING POST HA	5422/1	Hand sander	01/08/2020	10.06	10.06	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13038/3	paint brush & roller	12/23/2019	18.88	18.88	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13062/3	Epoxyshield	01/09/2020	53.99	53.99	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13192/3	Concrete chips	01/08/2020	18.88	18.88	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13216/3	Epoxyshield	01/09/2020	62.08	62.08	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13407/3	Metal cut wheel, switch lamp cord,	01/29/2020	57.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 60-436-320:					1,387.70	1,100.78	
60-436-450							
50	ACCURATE TESTING LABS,LLC	108450	Radium,Alpha Activity,Uranium, W	01/25/2019	410.00	410.00	01/22/2020
50	ACCURATE TESTING LABS,LLC	108876	Coliform Presence/Absence	01/07/2020	125.00	125.00	01/22/2020
50	ACCURATE TESTING LABS,LLC	109073	Coliform Presence/Absence	01/21/2020	100.00	100.00	01/30/2020
Total 60-436-450:					635.00	635.00	
60-436-520							
240	AVISTA UTILITIES	2907930000JA	GAS & ELECTRIC	01/21/2020	457.77	457.77	01/30/2020
240	AVISTA UTILITIES	3179070000JA	ELECTRIC	01/21/2020	490.26	490.26	01/30/2020
Total 60-436-520:					948.03	948.03	
60-436-610							
1581	McCUNE'S INSTRUMENTS	1006405	Certification of Backflow test Kit	01/14/2020	67.00	67.00	01/22/2020
Total 60-436-610:					67.00	67.00	
60-436-620							
281	BIGFOOT TECHNICAL SERVICE	4972	Replaced transducer @ Thayer 1	01/21/2020	530.00	530.00	01/30/2020
Total 60-436-620:					530.00	530.00	
60-436-720							
2792	VAHEY, STACEY	148	Cleaning service	01/07/2020	60.00	60.00	01/22/2020
Total 60-436-720:					60.00	60.00	
60-436-730							
281	BIGFOOT TECHNICAL SERVICE	4975	Relaced WI-FI router @PW office	01/21/2020	174.37	174.37	01/30/2020
2328	SERIGHT'S ACE HARWARE 3	13462/3	Tapper bit,cement,elbow, tee	02/03/2020	30.98	.00	
Total 60-436-730:					205.35	174.37	
60-436-735							
735	FILTRATION TECHNOLOGY INC	S7811	MIOX float assy	01/14/2020	400.00	400.00	01/22/2020
Total 60-436-735:					400.00	400.00	
60-490-429							
1880	PASSWORD, INC.	10234825	Over calls	01/02/2020	88.36	88.36	01/22/2020
1880	PASSWORD, INC.	10234826	Admin fee	01/01/2020	3.00	3.00	01/22/2020
Total 60-490-429:					91.36	91.36	
61-208000							
430	CITY OF POST FALLS	INV04568	Sewer cap fees Nov	01/21/2020	91,901.00	91,901.00	01/30/2020
Total 61-208000:					91,901.00	91,901.00	
61-434-310							
134	AMAZON CAPITAL SERVICES	1Y7T-L3N7-JQ	Supplies	01/22/2020	30.48	30.48	01/30/2020
1240	J.THAYER COMPANY, INC	1426787-0	Copy paper	01/24/2020	38.60	38.60	01/30/2020
1360	KOOTENAI COUNTY REPROGR	2020-0000005	Door hangers	01/30/2019	107.70	.00	
1360	KOOTENAI COUNTY REPROGR	2020-0000005	Utility envelooes	01/31/2020	128.44	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2518	SUPER ONE FOODS	03-1965585	Supplies	12/23/2019	4.73	4.73	01/22/2020
2518	SUPER ONE FOODS	03-1985585	Supplies	12/23/2019	4.73	4.73	01/22/2020
2518	SUPER ONE FOODS	04-2224767	Creamer	12/19/2019	4.38	4.38	01/22/2020
2518	SUPER ONE FOODS	04-2264481	Donuts	01/29/2020	2.19	2.19	01/30/2020
2518	SUPER ONE FOODS	06-774665	Creamer	01/07/2020	3.28	3.28	01/22/2020
2815	VISA	MT7773JAN20	Jan credit card pymt MT	01/27/2020	10.62	.00	
Total 61-434-310:					335.15	88.39	
61-434-370							
1424	NEOPOST	12420	Eter refill	01/24/2020	28.79	28.79	01/30/2020
Total 61-434-370:					28.79	28.79	
61-434-421							
272	BERNHART & BUCK, INC	3641	Audit preparation	01/06/2020	321.00	321.00	01/22/2020
Total 61-434-421:					321.00	321.00	
61-434-429							
280	BILLING SYSTEMS of IDAHO	25550000084	Pre-collect fee	12/16/2019	3.00	3.00	01/22/2020
Total 61-434-429:					3.00	3.00	
61-434-470							
2815	VISA	MT7773DEC19	Dec credit card pymt MT	12/27/2019	50.98	50.98	01/22/2020
Total 61-434-470:					50.98	50.98	
61-434-480							
733	HRNNI	2020DUES	Annual dues -Halligan	01/16/2020	13.34	13.34	01/22/2020
Total 61-434-480:					13.34	13.34	
61-434-510							
787	FRONTIER	2086870261DE	Tele	01/04/2020	141.03	141.03	01/22/2020
1979	POWERNET GLOBAL COMMUNI	41788099	Long distance service	01/08/2020	31.52	31.52	01/22/2020
75	TIME WARNER CABLE	002706401252	Internet fee	01/30/2020	132.49	132.49	01/30/2020
75	TIME WARNER CABLE	016285301092	Internet fee	01/13/2020	71.66	71.66	01/22/2020
2810	VERIZON WIRELESS, BELLEVU	9847084906	Cell phones -CH	01/25/2020	91.77	.00	
Total 61-434-510:					468.47	376.70	
61-434-890							
1037	ROYAL BUSINESS SYSTEMS-S	IN118119CH	Contract overage	01/09/2020	138.24	138.24	01/22/2020
Total 61-434-890:					138.24	138.24	
61-435-520							
240	AVISTA UTILITIES	0974613342DE	Sewer pumping	12/23/2019	1,277.36	1,277.36	01/22/2020
240	AVISTA UTILITIES	0974613342JA	Sewer pumping	01/24/2020	2,688.40	2,688.40	01/30/2020
240	AVISTA UTILITIES	3052400000DE	Sewer pumping	12/23/2019	13.52	13.52	01/22/2020
240	AVISTA UTILITIES	3052400000JA	Sewer pumping	01/23/2020	33.42	33.42	01/30/2020
240	AVISTA UTILITIES	5552300000JA	Sewer pumping	01/21/2020	218.64	218.64	01/30/2020
240	AVISTA UTILITIES	6785020000JA	Sewer pumping	01/21/2020	1,229.41	1,229.41	01/30/2020
240	AVISTA UTILITIES	7807930000JA	Sewer pumping	01/21/2020	31.22	31.22	01/30/2020
787	FRONTIER	2086871655DE	Sewer pumping	01/04/2020	69.63	69.63	01/22/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 61-435-520:					5,561.60	5,561.60	
61-436-320							
103	ALSCO	LSPO2240953	Shop towels & medical supplies	11/11/2019	47.35	.00	
103	ALSCO	LSPO2245750	Shop towel & medical supplies	01/25/2019	47.35	.00	
103	ALSCO	LSPO2257612	Shop towels & medical supplies	12/30/2019	47.35	.00	
103	ALSCO	LSPO2262228	Towels & medical supplies	01/16/2020	47.35	47.35	01/22/2020
103	ALSCO	LSPO2264596	Towels & medical supplies	01/20/2020	47.35	47.35	01/30/2020
103	ALSCO	LSPO2266965	Shop towels & medical supplies	01/27/2020	47.35	47.35	01/30/2020
103	ALSCO	LSPO2269297	Shop towels & medical supplies	02/03/2020	47.35	.00	
787	FRONTIER	2086875003JA	Tele	01/04/2020	32.17	32.17	01/22/2020
1650	NAPA AUTO STORE, CDA, INC.	892295	Trico force blade	01/02/2020	36.32	36.32	01/22/2020
1815	O'REILLY AUTO PARTS	3930-473155	Exhaust, markers	01/06/2020	49.64	49.64	01/22/2020
1815	O'REILLY AUTO PARTS	3930-473466	Blade guide & wrench set	01/08/2020	47.99	47.99	01/22/2020
1930	PLATT	X940713	Shop lights	12/30/2019	326.58	326.58	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13083/3	Pipe insulation & hoses	12/27/2019	171.38	171.38	01/22/2020
2328	SERIGHT'S ACE HARWARE 3	13426/3	Extension cord	01/30/2020	32.39	.00	
Total 61-436-320:					1,027.92	806.13	
61-436-520							
240	AVISTA UTILITIES	2907930000JA	GAS & ELECTRIC	01/21/2020	457.77	457.77	01/30/2020
240	AVISTA UTILITIES	3179070000JA	ELECTRIC	01/21/2020	490.26	490.26	01/30/2020
787	FRONTIER	2080011809JA	Sewer pumping	01/04/2020	14.21	14.21	01/22/2020
787	FRONTIER	2080016021JA	Sewer pumping	01/04/2020	13.80	13.80	01/22/2020
787	FRONTIER	2080017616+J	Sewer pumping	01/04/2020	44.40	44.40	01/22/2020
787	FRONTIER	2080018109JA	Sewer pumping	01/04/2020	28.43	28.43	01/22/2020
Total 61-436-520:					1,048.87	1,048.87	
61-436-720							
2792	VAHEY, STACEY	148	Cleaning service	01/07/2020	60.00	60.00	01/22/2020
Total 61-436-720:					60.00	60.00	
61-436-730							
281	BIGFOOT TECHNICAL SERVICE	4975	Replaced WI-FI router	01/21/2020	174.37	174.37	01/30/2020
2070	R.C. WORST, INC.	292136	Cleared pumps at Copper Valley L	01/03/2020	490.00	490.00	01/22/2020
Total 61-436-730:					664.37	664.37	
61-436-735							
281	BIGFOOT TECHNICAL SERVICE	4971	Brookshire Lift Station	01/21/2020	10,000.00	10,000.00	01/30/2020
Total 61-436-735:					10,000.00	10,000.00	
61-490-625							
430	CITY OF POST FALLS	INV04571	Dec sewage	01/21/2020	127,219.48	127,219.48	01/30/2020
Total 61-490-625:					127,219.48	127,219.48	
62-400-200							
891	H.D. FOWLER	15365091	Meter adapters	01/06/2020	380.07	380.07	01/22/2020
Total 62-400-200:					380.07	380.07	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Grand Totals:					<u>483,427.08</u>	<u>450,207.28</u>	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

PUBLIC WORKS DEPARTMENT

8047 W. Main Street
Rathdrum, ID 83858
P 208.687.2700
F 208.687.1377

Memo

To: Rathdrum City Council
From: Kevin Jump
CC:
Date: February 6, 2020
Re: Replacement of Latah Street Bridge

From a qualification-based selection process, we selected HMH Engineering to provide professional engineering/design services for the replacement of the Latah Street Bridge.

For your consideration, I'm herein attaching a professional services agreement. I'm herein seeking for the Rathdrum City Council to authorize Mayor Holmes to execute the agreement.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into effective this ____ day of _____, 2020, between HMH, LLC, an Idaho limited liability company (“HMH”), and City of Rathdrum, a municipal corporation (“CITY”).

This Agreement consists of the following documents which are incorporated herein by reference:

- a. Terms and Conditions (Exhibit A);
- b. Scope of Work (Exhibit B); and
- c. Cost Estimate (Exhibit C).

IT IS HEREBY AGREED by and between the undersigned as follows:

1. Scope of Engagement. CITY has engaged HMH to perform the following described services (collectively “Services”)
 - a. The City of Rathdrum desires to replace the Latah Street Bridge which spans Rathdrum Creek. The new structure is anticipated to include a 20-to-24-foot vehicle travel width (2-way traffic) and a 6-foot wide separated pedestrian walkway on the east-side. The bridge structure is envisioned to be precast concrete and capable of handling HS-20 loading.

Should the scope of the Project be changed by the City or circumstances beyond the control of HMH, the parties shall renegotiate the terms and conditions of HMH’s engagement, including Scope of Work and Cost Estimate.

It is agreed that HMH’s engagement is limited to performance of the services described above. HMH’s acceptance of this engagement does not involve an undertaking to perform any services other than those outlined above. HMH may agree with the City to limit or expand the scope of our representation from time to time, provided that any such change is confirmed in writing.

2. Exclusions. Services that are not included in the Scope of engagement, but may be provided at additional expense, are as follows:
 - a. See Exhibit B, Detailed Scope of Work; Project Understanding
 - b. Construction Phase (Will be by separate contract)
3. General Assumptions. The Detailed Scope of Work outlined above is subject to the following general assumptions made by the parties hereto:
 - a. See Exhibit B, Detailed Scope of Work; Project Understanding

4. Course of Construction. If the Scope of Engagement does not include construction services for the project, CITY acknowledges that it assumes all responsibility for interpretation of the project documents and for construction observation and waives any claim against HMH in connection with same:

a. See Exhibit B, Detailed Scope of Work; Project Understanding

5. Fees. HMH shall be compensated for all Services as outlined above on a time and materials basis, not to exceed **Thirty Thousand Seven Hundred Eighteen and no/100 dollars (\$39,718)** without written authorization in accordance with the Cost Estimate (Exhibit C).

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the date first written above.

HMH, LLC
3882 N. Schreiber Way, Suite 104
Coeur d'Alene, Idaho 83815

By: _____

Name: _____

Member

City of Rathdrum
8047 W. Main Street
Rathdrum, ID 83858

By: _____

Name: _____

Title: _____

EXHIBIT A

TERMS AND CONDITIONS

1. Fees. Our current billing rates for the professionals that are likely to work on this Project are outlined in Exhibit C. The fees that we charge for our services are based on a variety of factors, the most important of which is the amount of time spent on a particular engagement by our professionals. HMH's billing rates for the CITY shall not be changed during the term of the agreement without written approval of the CITY.

2. Costs. During the course of performing the Services for you, we may be obligated to make payments to third parties for various services. You will be responsible to reimburse us for any third-party charges which we may advance on your behalf. Examples include government and quasi-governmental agency fees, filing and recording fees, significant document duplication projects, overnight or express mail services, charges for outside consultants and research services, and travel expenses. In some circumstances, arrangements with your approval may be made for third parties to bill you directly for those costs. We will not charge you for certain internal services that we provide in connection with our Services (e.g., routine duplication, postage, faxing, and long-distance charges). We will itemize in detail any costs and charges that we advance on your behalf in the invoices that we send to you.

3. Estimates of Fees and Costs. HMH will perform the Services and accomplish the objectives defined in this Agreement within any written cost estimate provided by HMH. CITY recognizes that changes in scope and schedule, and unforeseen circumstances can all influence the successful completion of Services within the estimated cost. When there is a change in scope and/or schedule, or if unforeseen circumstances outside the control of HMH occur which affect the cost of the project for HMH, the parties shall negotiate increased compensation in good faith.

4. Payment of Invoices. Our standard practice is to issue invoices monthly for work performed and expenses incurred during the previous month. Payment is due within thirty (30) days of the CITY's receipt of the invoice, and HMH will charge a late payment fee of (1-1/2%) per month (18% per annum) on invoices not paid within thirty (30) days of receipt. Please bring any questions about inaccurate, inappropriate, or uncertain charges to the attention of the supervising engineer responsible for this project, within thirty (30) days of the date of the invoice in question. Typically, HMH is able to resolve billing questions and problems promptly to the satisfaction of our clients with little inconvenience or formality. HMH reserves the right to exercise statutory lien rights to secure any sums due without prior notice.

5. Standard of Performance; Disclaimer of Warranties.

a. Level of Services. HMH offers different levels of professional services to suit the desires and needs of differing projects and clients. Although the possibility of error can never be eliminated, more detailed and extensive Services yield more information and reduce the probability of error, but at increased costs. CITY must determine the level of Services adequate for its purposes. CITY has reviewed the Scope of Engagement and has determined that it does not need or want a greater level of Services than that being

provided.

b. Standard of Care. Subject to the limitations inherent in the agreed Scope of Engagement as to the degree of care, the amount of time and expenses to be incurred, and subject to any other limitations contained in this Agreement, HMH will perform its Services consistent with that level of care and skill ordinarily exercised by other professional engineers practicing in the same locale and under similar circumstances at the time the Services are performed.

c. No Warranty. No warranty, express or implied, is included or intended by this Agreement.

6. Changed Circumstances. If HMH discovers conditions or circumstances that it had not contemplated at the commencement of this Agreement and/or which are inconsistent with the general assumptions of the parties as articulated herein, HMH will notify CITY in writing of the changed conditions. Following notification, CITY and HMH shall renegotiate the terms and conditions of this Agreement in good faith. If HMH and CITY cannot agree upon amended terms and conditions within thirty (30) days after notification of the changed conditions, HMH or the CITY may terminate this Agreement and HMH shall be compensated for all work performed as of the date of termination.

7. Hazardous Environmental Conditions of Materials. HMH's services exclude any services related to hazardous materials or a hazardous environmental condition, including hazardous materials as defined by federal, state and local law. Discovery of hazardous materials after the date of execution of this Agreement mandates renegotiation of HMH's scope of work or suspension or termination of services.

8. Assistance with Permits, Governmental Approval. If the Scope of Engagement includes assistance with seeking governmental permits and/or approval, CITY understands and agrees that HMH does not warrant or guarantee that any permits or approvals will be acted upon favorably by the appropriate agency. Should the CITY have any questions regarding applicable laws, regulations, or laws, including but not limited to a determination of which permits or approvals are required for the Project, it agrees that it shall seek independent legal advice. Absent specific directives from the CITY to do so, HMH shall have no liability for failing to apply for any requisite governmental permits or approval for the Project.

9. Advise About Possible Outcomes. Either prior to or at the commencement of our engagement, HMH may have expressed opinions or beliefs concerning the engagement, possible designs, courses of action, and results. Any such statements made are intended to be an expression of opinion only, based upon information then known or available to us, and should not be construed as a promise or guarantee of a particular result or outcome.

10. Opinions of Construction and Project Costs. HMH may be asked to provide opinions of probable construction or Project costs as part of the professional services under this Agreement. CITY acknowledges that construction and project development are subject to many influences that are not subject to precise forecasting and are outside of HMH's control. CITY

understands and agrees that: HMH has no control over the cost of labor or materials furnished by others or market conditions; HMH's opinions of probable cost are based on HMH's experience and judgment; HMH does not guarantee or warrant that bids or estimates prepared by contractors will not deviate from opinions of probable cost provided by HMH; and HMH is not responsible for variations between actual construction bids or costs and HMH's opinions regarding probable construction costs.

11. Allocation of Risk.

a. Indemnification of CITY. Subject to the provisions and limitations of this Agreement, HMH agrees to indemnify and hold harmless CITY, its shareholders, officers, directors, employees, and agents from and against any and all claims, suits, liabilities, damages, expenses (including without limitation reasonable attorney's fees and costs of defense), or other losses (collectively "Losses") to the extent caused by HMH's negligent performance of its Services under this Agreement.

b. Indemnification of HMH. CITY will indemnify and hold harmless HMH Entities from and against any and all Losses to the extent caused by the negligence of CITY, its employees, agents and contractors. In addition, except to the extent caused by HMH's sole negligence, CITY expressly agrees to defend, indemnify and hold harmless HMH Entities from and against any and all Losses arising from or related to the existence, disposal, release, discharge, treatment or transportation of Hazardous Materials, or the exposure of any person to Hazardous Materials, or the degradation of the environment due to the presence, discharge, disposal, release of or exposure to Hazardous Material.

c. Consequential Damages. Neither CITY nor HMH will be liable to the other for any special, consequential, incidental damages or penalties, including but not limited to losses, damages or claims related to the unavailability of property or facilities, shutdowns or service interruptions, loss of use, profits, revenue, or inventory, or for use charges, cost of capital, or claims of the other party and/or its customers.

d. Continuing Agreement. The indemnity obligations and the limitations of liability established under this Agreement will survive the expiration or termination of this Agreement. If HMH provides Services to CITY that the parties do not confirm through execution of an amendment to this Agreement, the obligations of the parties to indemnify each other and the limitations on liability established under this Agreement apply to such Services as if the parties had executed an amendment.

12. Insurance. HMH agrees to procure and maintain, at its sole expense, if reasonably available, the following insurance coverage:

- a.** Statutory Workers' Compensation/Employer's Liability Insurance;
- b.** Commercial General Liability Insurance with minimum limits of \$1,000,000.00 combined single limit for personal injury and property damage;
- c.** Automobile Liability Insurance, including liability for all owned, hired

- and non-owned vehicles with minimum limits of \$1,000,000.00 combined single limit for bodily injury and property damage; and
- d. Professional Liability Insurance of \$1,000,000.00 per claim and annual aggregate for protection against claims arising out of the performance of services under this agreement caused by negligent acts, errors, or omissions for which HMH is legally liable.

Upon request and at CITY expense, CITY can be made an additional insured on HMH's commercial general liability and automobile liability insurance policies and certificates of insurance will be furnished to the CITY.

13. CITY's Responsibilities. In addition to full and timely payment for the Services performed under this Agreement, CITY agrees to:

- a. Cooperation. Assist and cooperate with HMH in any manner necessary and within its ability to facilitate HMH's performance under this Agreement.
- b. Representative. Designate a representative with authority to receive all notices and information pertaining to this Agreement, communicate CITY's policies and decisions, and assist as necessary in matters pertaining to the Project and this Agreement. CITY's representative will be subject to change by written notice.
- c. Rights of Entry. Provide access to and/or obtain permission for HMH to enter upon all property, whether or not owned by CITY, as required to perform and complete the Services. HMH will operate with reasonable care to minimize damage to the Project Site(s). However, CITY recognizes that HMH's operations and the use of investigative equipment may unavoidably alter conditions or affect the environment at the existing Project Site(s). The cost of repairing such damage will be borne by CITY and is not included in the fee unless otherwise stated.
- d. Relevant Information. Supply HMH with all information and documents in CITY's possession or knowledge which are relevant to HMH's Services. CITY warrants the accuracy of any information supplied by it to HMH and acknowledges that HMH is entitled to rely upon such information without verifying its accuracy. Prior to the commencement of any Services in connection with a specific property, CITY will notify HMH any known potential or possible health or safety hazard existing on or near the Project Site, with particular reference to Hazardous Materials or conditions.
- e. Subsurface Structures. Correctly designate on plans to be furnished to HMH, the location of all subsurface structures, such as pipes, tanks, cables and utilities within the property lines of the Project Site(s). HMH is not liable to CITY for any losses, damages or claims arising from damage to subterranean structures or utilities.

14. Document Ownership, Retention and Destruction. All documents prepared or obtained through the course of the project, including electronic files, are the property of HMH and CITY. Upon request and payment of all fees and costs, CITY is entitled to a copy of the

complete project files, including paper and electronic versions. CITY agrees that no work product may be used or reused by the CITY other than for the construction, operation and maintenance of the Project, without prior written authorization of HMM. CITY acknowledges that any other use of HMM's work product by CITY will be at CITY's sole risk without liability of HMM. CITY shall timely pay, assume, defend, indemnify and hold HMM harmless from any claims, damages, losses and expenses, including attorney's fees, arising from unauthorized reuse of all work product prepared by HMM.

For various reasons, including the minimization of unnecessary storage expenses, HMM reserves the right to destroy or otherwise dispose of our own files within a reasonable time after the termination of the engagement in accordance with our records retention policies. HMM normally does not retain files for more than five (5) years after an engagement is concluded.

15. Termination of Engagement. The obligation to perform under this Agreement may be terminated by either party upon thirty (30) days written notice. HMM may terminate services under this agreement upon seven (7) days' written notice if CITY requires or demands that HMM perform services in conflict with HMM's professional responsibilities and CITY hereby waives any and all claims against HMM for such termination. If this Agreement is terminated by either party, HMM shall be timely paid for services rendered and for direct expenses incurred to the date of such termination plus close-out or suspension costs including but not limited to document management, rescheduling or re-assignment of personnel, and documentation as to status of work tasks.

16. Miscellaneous.

a. Merger. All oral and written representations, warranties, agreements and contracts discussed or entered into by the parties hereto or their representatives before the effective date of this Agreement relating directly or indirectly to the subject matter set forth in this Agreement are merged into and superseded by this Agreement and this Agreement constitutes the sole and the entire contract between the parties hereto relating to the transactions set forth in this Agreement.

b. Paragraph headings. The paragraph headings used herein are for convenience only and are not a part of this Agreement and shall not be used to interpret it.

c. Severability. In the event any portions of this Agreement shall be deemed to be void, voidable or unenforceable, the remaining portions shall remain in full force and effect.

d. Choice of law and consent to jurisdiction and venue. This Agreement shall be governed by the laws of the State of Idaho. The parties hereby consent to the jurisdiction and venue of the district court located in Kootenai County, Idaho in the event of any legal proceeding with respect to the negotiation, execution or delivery of this Agreement, or the enforcement of any obligation, right of remedy thereunder, or the assertion of any claim, defense, set off or counterclaim in connection therewith.

e. Construction. As used in this Agreement, the masculine, feminine or neutral gender, and the singular or plural number, shall each be deemed to include the others whenever the context so indicates. This Agreement shall be construed without regard to the party or parties responsible for its preparation and shall be deemed to have been prepared jointly by the parties hereto. The parties hereto agree that any rule of construction to the effect that any ambiguities are to be or may be resolved against the drafting party shall not be employed in the interpretation of this Agreement to favor one party against the other.

f. Counterparts. This Agreement may be executed in one or more counterparts, each of which when executed and delivered shall be an original, and all of which, when executed, shall constitute one and the same instrument. Several duplicate originals of this Agreement shall be signed and each such signed duplicate original for all purposes.

g. Facsimile Copies. The parties agree that facsimile copies of the signatures to this Agreement shall be treated as original signatures, are acceptable to each other, and shall bind the parties' respective rights and obligations under this Agreement, to the same extent as if such signatures were original signatures.

h. Time of the Essence. Timely and prompt performance of each provision of this Agreement is of the essence and shall be required.

i. Notices. Notices required hereunder shall be in writing and shall be delivered to the parties by hand, or certified mail, return receipt requested, at the addresses first listed above and shall be effective upon delivery.

j. Modifications. This Agreement may not be amended, canceled, revoked or otherwise modified except by written agreement subscribed to by each of the parties hereto or their authorized representatives.

k. Agreement Binding on Successors. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective past, present and future successors in interest, partners, directors, officers, owners, stockholders, administrators, executives, employees, agents, representatives and all parent, subsidiary, allied or affiliated corporations or survivors by merger.

l. No Third Party Beneficiaries. There shall be no designated or intended third-party beneficiaries to this Agreement. This Agreement is for the sole and exclusive benefit of the parties.

m. Waiver of Jury Trial. Both parties forever waive any and all rights to a trial by jury in any action or proceeding to enforce or defend any rights or remedies under this Agreement, or any action or proceeding in any way arising out of or in connection with this Agreement, whether in contract or tort, at law or in equity, or mixed, and agree

that any such action shall be tried by a judge and not by a jury.

n. Attorney's Fees. In the event the parties are unable to resolve a dispute arising under this Agreement and litigation or arbitration is filed to resolve the dispute, reasonable attorney's fees and costs may be awarded pursuant to Idaho Code 12-117

EXHIBIT B – SCOPE OF WORK

1/27/2020

SCOPE OF WORK

CITY OF RATHDRUM

LATH STREET BRIDGE REPLACEMENT

Project Description

This project will provide provisions for replacing the Latah Street Bridge crossing Rathdrum creek. This one-way wooden bridge provided access to Rathdrum City Park, W. Elmer Street, W. Lemhi Street, and local residences. The City envisions the new bridge structure to include a 20-24-foot vehicle travel width (2-way traffic) with a six-foot-wide, separated, pedestrian walkway on the east side.

Project Understanding

For items or tasks left out or specifically not included in this scope, these services may be added as additional services at the Cities request if they become necessary.

1. Traffic Control will not be necessary for survey and materials investigation.
2. The City of Rathdrum will dig two (2) materials test pits, each side of the bridge.
3. Landscaping is not included in this scope beyond seeding, and erosion control measures for the project.
4. The City will work out necessary permits and/or agreements required by ITD for use of their ROW.
5. No environmental element is included in the scope.
6. HMM will call for a design locate and survey tie any marked utilities. This scope assumes there is no utilities conflicting with the design and utility coordination for adjustment or relocation is not included.
7. No ROW plans or ROW actuation is anticipated or included.
8. This project will be developed using ISPWC and City standards and details on 11"x17" plan sheets.
9. This scope assumes the required field work survey will occur during non-winter conditions. Snow on the ground may delay survey work.
10. This scope will provide a bridge performance specification for a Contractor provided bridge to include structural engineering.
11. HMM will enter into a separate contract with the City for bid advertisement and construction administration for the project.

Project Schedule

The anticipated project schedule is as follows assuming NTP 3/1/2020:

Project Milestones	Anticipated Completion Date
Survey/Hydraulics	3/2020
Conceptual Phase	4/2020
Final Design	6/2020
PS&E	6/2020

EXHIBIT B – SCOPE OF WORK

Scope of Services

The scope is organized by the following tasks:

Task 1	Project Administration
Task 2	Survey
Task 3	Hydraulics
Task 4	Conceptual Design
Task 5	Final Design
Task 5	PS&E
Task 6	Materials

Task 1 Project Administration

This will consist of the management of the project and involve administrative tasks that are required of the Consultant during the course of project development, including setting up and maintaining project accounting procedures, billing coordination, monitoring project budget, and general project coordination. Invoices will be submitted monthly via email in PDF format.

Task 2 Survey

Our survey team will implement project survey control, field survey, existing ROW determination, and locate for utilities within the project, itemized as follows:

- The topographic survey will encompass approximately 380-feet North-South along Latah Street by 100-feet wide. The general area is north of Highway 53 along Latah Street. X-sections of Rathdrum Creek are included for hydraulic review.
- HMM will determine through the One Call design locate process existing underground utilities within the project area.
- Right-of-way for Latah Street will be included on the base map based on record information at the county and shown on the plans as approximate. Any monuments identified will be included. A record of survey is not included. It is understood the City of Rathdrum owns all necessary right-of-way to complete the project.
- HMM will process survey field data to be imported into a base map using AutoCAD. Quality control and assurance will be performed on all linework to verify horizontal and vertical accuracy.

EXHIBIT B – SCOPE OF WORK

Task 3 Hydraulics

HMH will review the watershed contributing to Rathdrum Creek and the Latah Street bridge, estimate the existing Q50 and Q100 flow at the bridge, and will evaluate the proposed bridge alternatives for hydraulic capacity, water levels during design flows, and scour. Itemized as follows:

- The existing hydrologic analysis will include an office review of various topographic data sources and a field review with City staff.
- HMH will estimate the Q50 and Q100 flows of Rathdrum Creek at the existing bridge location.
- HMH will evaluate proposed design work based on existing drainage patterns.
- Once an alternative is selected channel and scour protection will be evaluated along with design recommendations.
- A summary of the Hydraulic findings, recommendations, and conclusions will be provided in a Hydraulics Memo Report.
- Apply for Section 404 permit (Joint Application For Permit).

Task 4 Conceptual Phase (30%)

This task includes gathering information on bridge type, Materials, Base Mapping, and preparing one (1) Conceptual Design of the bridge layout with approaches for City Review and approval. Itemized tasks are as follows:

- The bridge type availability will be reviewed. The bridge will be a prefabricated type, supplied and engineering certified by the Contractor. A special provision will be detailed by HMH specifying bridge requirements.
- A typical cross section of the bridge will be developed and approved by the City. The cross section will include travel and pedestrian lanes, and guardrail location.
- HMH will provide a situation layout of a bridge.
- Conceptual approach layout will be developed to include plan and profile.
- It is anticipated that Latah Street will be closed during bridge replacement and approach construction. A conceptual closure plan will be developed.

The 30 % Conceptual Design will be shared with the City for review and approval.

Task 5 Final Design

HMH will prepare a Final Design based on the Conceptual Design and review comments provided by the City. Itemized tasks are as follows:

- Title Sheet
- HMH will complete a Plan and Profile of Latah Street and Bridge.
- Detail and Typical Sheets if other than City standards will also be developed.
- Traffic Control Plan will be further developed.
- Update Situation Layout.
- Bridge Special Provisions will be developed.

EXHIBIT B – SCOPE OF WORK

- Contract documents will be developed based on ISPWC format.
- Cost estimate will be developed.

The Final Design package will be shared with the City for review and approval.

Task 6 PS&E

Based on Final Design review and comments from the City, HMM will prepare a PS&E Submittal. tasks are as follows:

- HMM will update the Plans, Specifications, and Estimate to a bid ready package.

The PS&E bid ready package will be delivered to the City. This scope assumes a separate contract will be executed by HMM with the City for bid advertisement, and construction administration.

Task 7 MATERIALS

HMM will work with AGEO to provide a soil classification at the Latah Street Bridge location, in conjunction with the City and HMM.

- HMM will coordinate AGEO work.
- HMM will stake the site and call for utility locates.
- HMM will provide materials investigation required of the AGEO to classify the soils.
- HMM will coordinate with the City of Rathdrum for City dug test pits.

AGEO will provide field services to classify the soil at the two test pit locations. AGEO services does not include evaluation or design.

Project Name:	LATAH STREET BRIDGE REPLACEMENT	EXHIBIT C - COST ESTIMATE						
Project Number:	M19014							
Date:	1/27/2019							
Prepared By:	GE Siegford							
	HMH ESTIMATED COST							
1	PROJECT ADMINISTRATION	\$1,790						
2	SURVEY	\$5,160						
3	HYDRAULICS	\$4,080						
4	CONCEPTUAL DESIGN	\$7,920						
5	FINAL DESIGN	\$8,200						
5	PS&E	\$2,345						
6	MATERIALS	\$1,060						
	Sub-Total HMH Labor Cost =	\$27,150						
	HMH Materials Testing Cost=	\$1,945						
	Estimated Total AMEO Cost =	\$1,623						
	Estimated Total Cost =	\$30,718						

EXHIBIT C - COST ESTIMATE



Materials Testing Services Rate Schedule 2019

Aggregate/Soils	Qty.	\$/Each	Total	Concrete	Qty.	\$/Each	Total
Agg/Soil Sample Prep Surcharge		\$65.00		Concrete Sample Prep (cut, trim and cap)		\$18.00	
Unit Weight		\$60.00		Concrete Core Compressive Strength		\$20.00	
Sand Equivalent		\$60.00		Concrete Cylinder Compressive Strength		\$20.00	
Sieve Analysis Coarse		\$75.00		Shotcrete Core Compressive Strength		\$20.00	
Sieve Analysis Fine		\$80.00		Mortar Cylinder Compressive Strength		\$20.00	
Sieve Analysis Coarse/Fine	8	\$145.00	\$1160	Masonry Prism Comp. Strength (3)		\$175.00	
Specific Gravity Coarse		\$100.00		Masonry Block Comp. Strength (3)		\$175.00	
Specific Gravity Fine		\$125.00		Grout Cube Compressive Strength		\$20.00	
Specific Gravity Soil		\$135.00		Grout Cylinder Compressive Strength		\$20.00	
Standard Proctor (T99/ASTM D698)		\$155.00		Grout Prism Compressive Strength		\$20.00	
Standard Proctor Check Point		\$75.00		Field Services	Qty.	\$/Each	Total
Modified Proctor (T180/ASTM D1557)	1	\$175.00	\$175	Nuclear Density Gauge Daily Fee		\$25.00	
Modified Proctor Check Point		\$95.00		Field Inspector Hourly		\$68.00	
Moisture Content	6	\$50.00	\$300	Field Technician Hourly		\$50.00	
3/4" Percent Retained / T-74 Check Point		\$75.00		Mileage (per mile)		\$0.65	
Dry Rodded Unit Weight		\$50.00		Administration Hourly		\$55.00	
Cleanliness Value		\$60.00		Project Management Hourly		\$85.00	
Flat & Elongated		\$75.00		Notes:			
Fine Aggregate Angularity		\$60.00					
Fracture Face		\$60.00		G.E., I estimate you will need up to 3 samples from each test pit.			
Wash for Sieve Analysis		\$65.00		Full coarse/fine gradation, moisture, and 4 Atterburgs			
Plasticity Verification		\$50.00		You may wish to include a T-180 or an ITD T-74 unless all the backfill			
Atterburg Limit	4	\$150.00	\$600	will be imported then the supplier should have a curve.			
Organic Content in Soils (AASHTO T 267)		\$120.00					
Asphalt	Qty.	\$/Each	Total				
Asphalt Core Density (Each)		\$35.00					
Asphalt Binder Content, NCAT		\$135.00					
Asphalt Extraction Gradation, NCAT		\$275.00					
Asphalt Moisture		\$35.00					
Gyratory/Volumetrics (2 Pucks)		\$190.00					
NCAT Correction Factor		\$300.00					
RICE's Theoretical Maximum Specific Gravity		\$100.00					
T-99 Binder Anti-Strip		\$55.00					
Core Drill (4") Each		\$25.00					
			\$1945				

PUBLIC WORKS DEPARTMENT

8047 W. Main Street
Rathdrum, ID 83858
P 208.687.2700
F 208.687.1377

Memo

To: Rathdrum City Council
From: Kevin Jump
CC:
Date: February 6, 2020
Re: Intersection Improvements at SH53-Meyer Road

From a qualification-based selection process, we selected David Evans & Associates to provide professional engineering/design services for capital improvements to the above-referenced intersection.

From a scheduling standpoint, we anticipate the following:

- Start Topographical Survey & Preliminary Engineering: March '20
- Traffic Warrant Analysis: May '20
- Preliminary Design (complete): October '20
- Final Design (complete): January '21
- Start Construction*: March '21

* Start Construction depends upon timely acquisition of public right-of-way and timely relocation of impacted utilities.

For your consideration, I'm herein attaching a professional services agreement. I'm herein seeking for the Rathdrum City Council to authorize Mayor Holmes to execute the agreement.

AUTHORIZATION FOR PROFESSIONAL SERVICES

CLIENT: City of Rathdrum DATE: 2/6/2020

ADDRESS: 8047 West Main St., Rathdrum, ID 83858

The signing of this Authorization (together with the attached Standard Provisions and all attachments, the "Agreement") by Client and David Evans and Associates, Inc. ("DEA", together with Client, the "Parties") authorizes DEA to carry out and complete the services as described below in consideration of the mutual covenants set forth herein.

1. **PROJECT:** Client intends to engage in the following project (the "Project"):

SH-53 and Meyer Road Intersection Improvements

2. **SCOPE OF SERVICES:** DEA will perform the following services (the "Services") related to the Project (the "Scope of Services"), as described below or in the attached **Attachment A, Scope of Services**:

Attachment A – Scope of Services

3. **FEE FOR SERVICES:** DEA's fee for performing the Scope of Services is as indicated below:

- Client will pay a retainer amount of \$_____ (the "Retainer") upon execution of the Agreement. The Retainer will be used to pay the fees due under the Agreement, as such fees become due. Each month Client will pay the new estimated amount to cover the Service to be performed the following month.
- A fixed fee of \$_____.
- A fee amount based on the **Attachment B - Fee for Services**.

TOTAL =	\$331,332
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- Other: _____.

4. **EXTRA SERVICES:** DEA may also perform Extra Services (services not specified under Scope of Services), provided DEA and Client have agreed in writing to the scope of and fee for such Extra Services.

5. **ATTACHMENTS:** The following attached documents are incorporated and by this reference made part of this Agreement:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Standard Provisions | <input type="checkbox"/> Attachment C – Environmental |
| <input checked="" type="checkbox"/> Attachment A - Scope of Services | <input checked="" type="checkbox"/> Attachment D – Insurance |
| <input checked="" type="checkbox"/> Attachment B – Fee for Services | <input checked="" type="checkbox"/> Other: <u>Attachment E – GeoEngineers SOW & Est.</u> |

Client and DEA acknowledge that they are in agreement with the terms and conditions as set forth in this Agreement and any modification of this Agreement will be made by written amendment duly executed by both Parties.

ACCEPTED FOR CLIENT:

City of Rathdrum

BY _____

NAME _____

TITLE _____

DATE _____

ACCEPTED FOR DEA:

DAVID EVANS AND ASSOCIATES, INC.

BY Russell Leahy

NAME Russell Leahy

TITLE Senior Associate

DATE 2/6/2020

BY H. Greg Holder

NAME H. Greg Holder

TITLE Vice President

DATE 2/6/2020

STANDARD PROVISIONS:

- S-1. **STANDARD OF CARE:** The Services provided by DEA under this Agreement will be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. DEA makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the Services.
- S-2. **TIME PERIOD FOR PERFORMANCE OF SERVICES:** Unless otherwise agreed to by the Parties, DEA will commence the Services within a reasonable period of time after execution of the Agreement.
- S-3. **INVOICING AND PAYMENTS:** The unbilled portion of the Services will be invoiced on or about the 10th day of the month for the portion of the Services completed as of the end of the prior month. Client will pay the invoiced amounts within 15 days of the date on the invoice, after which time payment will be considered delinquent ("Delinquent Payment"). Client will pay monthly late charges on all Delinquent Payments at a rate of 1.5% per month (or the maximum rate allowed by law, if less) for each month from the date of invoice. Payments will be credited first to interest and then to principal. DEA may, at Client's sole risk and without liability or legal exposure to DEA or its subconsultants, suspend all Services until all Delinquent Payments have been remedied. If a Delinquent Payment remains outstanding for 60 days or more, Client will be considered in material breach of this Agreement.
- Client will not withhold, back charge, retain or off-set any sums from payment to DEA for any reason, and waives any statutory or other rights to withhold, back charge, retain or off-set from the payments made or to be made to DEA. If Client believes that there is a defect or nonconformance in the Services, Client will address those issue(s) in accordance with **Section S-19, Notifications** and, if necessary, **Section S-23, Dispute Resolution**.
- S-4. **PAYMENTS IN EVENT OF TERMINATION:** If this Agreement is terminated, Client will compensate DEA for all Services performed and expenses incurred under this Agreement, together with all costs arising out of the termination.
- S-5. **FURNISHED DATA:** Client will provide to DEA the relevant data in its possession relating to the Services, including, but not limited to, previous reports, maps, surveys, borings, and other information. Client will clearly delineate the boundary of the area(s) that comprise the Project. DEA may rely upon the accuracy of the information provided by Client in performance of the Services. Record drawings and construction documents (if any) will be prepared, in part, based on information compiled and furnished by Client and others, and may not always represent the exact location or type of various components, or the exact manner in which the Project is to be finally constructed. DEA is not responsible for any errors or omissions in the information obtained from others that are incorporated into the record drawings or construction documents or used in connection with the Services.
- S-6. **TIMELY REVIEW:** Client will examine all studies, reports, proposals, and other related documents provided to Client

by DEA and provide timely written decisions requested by DEA.

- S-7. **ACCESS TO FACILITIES AND PROPERTY:** Unless otherwise agreed to by the Parties, Client will arrange safe access to all facilities, the site of the Project (the "Site") or other property as reasonably required for DEA to perform the Services. Client will provide labor and safety equipment, with exception to personal protective equipment (PPE), as required by DEA for its access. Client will also perform, at no cost to DEA, tests of equipment, machinery, pipelines, and other components of the facilities as may be reasonably required in connection with the Services. Client will identify necessary precautions and provide a safe and healthy environment for DEA personnel working at the Site in accordance with state and federal occupational safety and health guidelines.
- S-8. **PERSONNEL AND ON-SITE ACTIVITIES:** Each Party will be responsible for all acts of its own personnel at the Site or otherwise performing any work relating to the Project. While at the Site, DEA's personnel will comply with the applicable requirements of any construction contractor or subcontractors ("Contractors") and Client's safety programs, of which DEA has been informed in writing. DEA will at no time supervise, direct, control, or have authority over any Contractor work, nor will DEA have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, or related safety precautions and programs, nor for any failure of a Contractor to comply with laws or regulations applicable to such Contractor's work. DEA neither guarantees the performance of Contractors or others, nor assumes responsibility for their failure to perform work in accordance with the construction documents or safety standards.
- S-9. **ADVERTISEMENTS, PERMITS, ACCESS AND CONSENTS:** Unless otherwise agreed to in the Scope of Services, Client will obtain, arrange for, furnish and pay for advertisements for bids, permits, fees and licenses required by governmental authorities, land easements, rights-of-way and access, and such approvals and consents from others necessary for the Services or construction of the Project.
- S-10. **NOTICE OF VIOLATIONS:** Client will promptly notify DEA in writing if Client becomes aware of: a) a violation of any law, regulation, permit or license relating to the Project; b) proceedings that commence that could lead to revocation of permits or licenses relating to the Project; c) actual revocation of permits, licenses or other governmental authorizations relating to the Project; d) any investigation, litigation, mediation or arbitration that is threatened or commenced that could affect DEA or the Project; or e) deficiencies in equipment or facilities that result in non-compliance with applicable laws, regulations, permits or licenses (collectively "Violations").
- S-11. **OPINIONS OF COST, FINANCIAL CONSIDERATIONS, AND SCHEDULES:** In providing opinions of probable cost, financial analysis, economic feasibility projections, and schedules for the Project, DEA has no control over many factors, including: a) the cost of labor, materials, equipment or services furnished by others, including quantities or unit pricing; b) a Contractor's methods of determining prices through competitive bidding or over market conditions; c) unknown or latent conditions of
- Authorization for Professional Services

existing equipment or structures that may affect operation or maintenance costs, competitive bidding procedures and market conditions; d) time or quality of performance by third parties; e) quality, type, management or direction of operating personnel; and f) other economic and operational factors that may materially affect the ultimate costs or schedule of the Project. DEA makes no warranty that Client's actual Project costs, financial aspects, economic feasibility, or schedules will not vary from DEA's opinions, analyses, projections or estimates. If Client wishes greater assurance as to any of these factors, Client will employ an independent cost estimator, contractor or other appropriate advisor.

S-12. **LAWS NOW IN EFFECT:** DEA has based the schedule, fees, various estimates of costs for services, materials and equipment on the laws, rules and regulations in effect on the date of this Agreement. Any change of relevant laws, rules or regulations, including laws relating to taxes or fees enacted after the effective date of Agreement may affect the final cost, schedule, scope or feasibility of the Project. DEA will be entitled to a reasonable adjustment of the Project schedule and additional compensation for costs and fees as necessary to comply with the change of relevant laws, rules or regulations.

S-13. **DEA CERTIFICATION:** Under no circumstances will DEA be required to sign any document resulting in DEA certifying, guaranteeing or warranting of DEA's Services, including, but not limited to the existence or non-existence of any condition(s) whose existence DEA did not or could not ascertain, or in which the certification cannot be reasonably modified. Client will not make any payment or dispute resolution contingent on, or tied to, DEA signing any such certificate, regardless of who requests such certification.

S-14. **DOCUMENTS AND RECORDS: *Instruments of Service.*** All reports, plans, specifications, field data and notes and other documents, whether in hardcopy or in electronic form, including, but not limited to, software, e-mail or internet transfers, whether prepared by DEA or DEA's subconsultants, are instruments of professional service ("Instruments of Service") and are not products. In a discrepancy between a hardcopy document and electronic media, the hardcopy document will govern.

Ownership. DEA retains ownership of and all right, title to and interest in all Instruments of Service, whether in electronic media form or otherwise, and whether or not the Project is completed. Client agrees that any copies provided to Client by DEA are only for convenience and are not suitable for reuse by Client or others. Upon execution of this Agreement, DEA grants to Client a nonexclusive license (the "License") to use the final Instruments of Service solely and exclusively for the Project so long as Client substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The License permits Client to authorize the Contractors, material or equipment suppliers, Client's consultants and other contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services related to the Project. If Client is found to be in violation of this Agreement, the License will automatically terminate. Client will not assign, delegate, sublicense, pledge or otherwise transfer the License to another party without the prior

written agreement of DEA. Any unauthorized use of the Instruments of Service shall be at Client's sole risk and without liability to DEA.

Electronic Instruments of Service. At DEA's request, Client will remove all title blocks with the name or other company identifiers of DEA, including names of employees and other professionals. Client acknowledges that incomplete Instruments of Service are not reviewed for errors or omissions, and are not appropriate for further use.

Use of Instruments of Service. Any reuse, change or alteration of any Instruments of Service is not permitted without DEA's written consent. To the fullest extent permitted by law, Client will indemnify DEA and DEA's lower tier subconsultants from any and all claims, damages, losses, costs and expenses (including reasonable attorneys' fees and costs of appeal), arising out of any changes made to or unauthorized use of any Instruments of Service, final or incomplete.

S-15. **ACCOUNTING RECORDS.** DEA will maintain accounting records, including, but not limited to original receipts, invoices and related verification, in accordance with generally accepted accounting principles and practices to substantiate all invoiced amounts. To the extent required to verify the direct costs specific to the Project, these records will be available to Client during DEA's normal business hours for a period of one (1) year after DEA's final invoice. Client may only audit accounting records applicable to a cost-reimbursable type compensation.

S-16. **CONSTRUCTION PHASE PROJECTS:** Recommendations by DEA to Client for periodic construction progress payments to the Contractor(s) will be based on DEA's knowledge, information and belief based on a number of factors beyond DEA's knowledge or control. Specifically, the recommendations do not represent that DEA has examined: a) whether the Contractor(s) has completed the work in exact accordance with the construction documents; b) how or for what purpose the construction contractor(s) has used the monies paid; c) whether title to any of the work, materials, or equipment has passed to Client free and clear of liens, claims, security interests, or encumbrances; d) whether there are matters at issue between Client and the Contractor(s) that affect the amount that should be paid; or e) whether the final work will be acceptable in all respects.

S-17. **NONDISCRIMINATION:** Neither Party will discriminate against, exclude from participation in, deny the benefits of, harass or allow harassment against, any person with regard to race, color, sex, religion, national origin, pregnancy, age, citizenship status, physical or mental disability, military status, genetic condition, marital status, sexual orientation, or any other legally protected criteria, except when applicable and as permitted by Section 12940 of the California Government Code. All personnel decisions, including, but not limited to, recruitment, hiring, training, promotion, compensation, overtime, benefits, safety, transfers and layoffs, will be administered without discrimination. Both Parties understand that while executing the terms of this Agreement it may be subject to and will comply with:

a) Executive Order 11246 relating to Equal Employment Opportunity and non-discrimination and affirmative action obligations; b) The Rehabilitation Act of 1973 which

prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, and in the employment practices of federal contractors; c) Executive Order 13201 which requires federal contractors to post certain notices informing their employees that they have certain rights related to union membership and use of union dues and fees under federal law; d) The Vietnam Era Veterans' Readjustment Assistance Act, as amended; DEA and Subconsultant will abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741(a). These regulations prohibit discrimination against qualified individuals and protected veterans on the basis of disability or veteran status and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and protected veterans.

S-18. **ENVIRONMENTAL:** Unless specifically included in the Scope of Services, the Services do not include any services related to Environmental Concerns (as defined in **Attachment C, Environmental**). Except for items disclosed on **Attachment C, Environmental**, Client represents that there is no known or suspected Asbestos, PCBs, Petroleum, Hazardous Waste, Radioactive Materials, Hazardous Substances or other Environmental Concerns located at or near the Site. The Parties agree to further terms regarding the handling of environmental matters contained in **Attachment C, Environmental**, if applicable.

S-19. **NOTIFICATIONS:** Client will give prompt written notice to DEA if Client becomes aware of any development that may affect the scope, timing or accuracy of the Services or any issue relating to the contractual obligations of the Parties, including a change in Client's financing (a "Potential Issue"). The DEA Project Manager and appropriate employee of Client will diligently pursue resolution of any change in the Scope of Services or other action on account of the Potential Issue. If the issue is not resolved within a reasonable period, employees of the Parties who have the authority to make binding decisions on its behalf will attempt in good faith to resolve the issue within 30 days. If the issue is not resolved by the end of the 30 day period, either Party may pursue mediation pursuant to **Section S-23, Dispute Resolution**.

S-20. **CHANGES:** Client may request changes, revisions, additions or deletions (collectively, "Changes") to the Scope of Services. Any request by DEA for adjustments in fee, time schedule or scope on account of such Changes will be made in writing and mutually agreed by the Parties. Client and DEA will execute a written amendment to the Agreement prior to DEA's performance (if any) of such Change.

S-21. **SUSPENSION OF SERVICES:** DEA will, upon 14 working days' written notice from Client, suspend, delay or interrupt all or a part of the Services. DEA will then resume the Services within 14 working days of receiving written notice from Client to do so if notice is received no more than 90 days from the date of suspension. If any suspension exceeds 90 days, DEA and Client must mutually agree to re-start the Services and the terms following this protracted suspension.

S-22. **DELAYS:** If DEA is delayed in the progress of the Services by any factors beyond DEA's reasonable control,

including, but not limited to, strikes, lockouts, work slowdowns or stoppages, war, riots and other civil disobediences, sabotage, accidents, acts of Nature, failure of any governmental or regulatory authority to act in a timely manner, failure of Client to timely pay invoices, furnish information or approve or disapprove of the Services in a timely manner, a Violation or faulty performance by Client or Contractors at any level (collectively, a "Delay"), DEA will give Client written notice of the cause of the Delay and estimate any adjustments in the schedule, fee and/or expenses attributable to such Delay. DEA is not responsible for changes, additional time, costs or expenses attributable to such Delay. Upon cessation of the cause of the Delay, DEA will give written notice to Client of any actual adjustment to the time schedule, fees and/or expenses required as a result of the Delay, and Client and DEA will in good faith mutually agree upon adjustments on account of such Delay.

S-23. **DISPUTE RESOLUTION:** DEA and Client will work in good faith to settle or compromise all disputes, controversies, or differences that arise out of or relate to this Agreement ("Disputes") by means of amicable discussions. All Disputes will be dealt with as follows:

Either Party may send a written notice to the other party setting forth a detailed description of the Dispute ("Notice of Dispute"). If the Dispute is not resolved during the first 30 days following receipt of the Notice of Dispute, either Party may seek to have the Dispute resolved by non-binding mediation. Promptly upon selection of a mediator, the Parties will provide the mediator with copies of the Notice of Dispute, all relevant documents and a statement of their respective positions, and will request that the mediator meet with the Parties within 30 days of such selection to consider and propose a resolution or a procedure for reaching a resolution.

If the Parties have not resolved the Dispute by mediation or alternative method, either Party may, after 60 days following receipt of the Notice of Dispute (regardless of whether any mediation process has occurred or is ongoing or concluded), seek a resolution of the Dispute in accordance with **Section S-30, Governing Law**.

S-24. **TERMINATION:** This Agreement may be terminated by either Party for any reason upon 14 days' written notice to the other Party. Both Parties waive any claims for damages (except for nonpayment of services provided or expenses incurred by DEA), loss of profit or delay costs associated with the termination pursuant to this section.

S-25. **RISK ALLOCATION AND INSURANCE INTERPRETATION:** The use of the term DEA, Client or Party also refers to each Party's respective officers, directors, employees, affiliated companies, agents, volunteers and subcontractors. Allocations of risk and indemnities in this Agreement are business understandings between the Parties and will apply to all the different theories of recovery, including breach of contract or warranty, tort, including, without limitation, negligence, strict or statutory liability, or any other cause of action. Client will not seek damages in excess of these limitations indirectly through suits with other parties who may join DEA as a third-party defendant.

Mutual Indemnity. To the fullest extent permitted by law, each Party (the "Indemnifying Party") will indemnify the

other party (the "Indemnified Party") from any claims, damages, losses, costs and expenses (including reasonable attorneys' fees and costs of appeals), to the extent arising out of the negligent acts or omissions, breach of contract or willful misconduct of the Indemnifying Party. The Indemnified Party must give reasonable notice to the Indemnifying Party of any claim, and must not act or fail to act in any manner that would compromise the Indemnifying Party's position with respect to resolution or defense of the claim.

Environmental Indemnity. To the fullest extent permitted by law, Client will indemnify DEA from any claims, damages, losses, costs and expenses (including reasonable attorneys' fees and costs of appeal), arising out of claims for liability sought under CERCLA, RCRA or other environmental laws, or relating to the presence, discharge, release or escape of Environmental Concerns on or from the Project. This provision does not obligate Client to indemnify DEA for claims, damages, losses and costs (including reasonable attorneys' fees and costs of appeal), to the extent caused by DEA's own negligence or willful misconduct.

Certifications. To the fullest extent permitted by law, Client will indemnify DEA from any claims, damages, losses, costs and expenses (including reasonable attorneys' fees and costs of appeal), arising out of claims of any certification or record document in connection with the Project executed or signed by DEA at the request of a governmental entity, lender or other third party, except to the extent claims result from the negligence or intentional misconduct of DEA.

Defense. The Parties expressly exclude any obligation to defend in an action to which indemnification obligations may apply.

Mutual Waiver. To the fullest extent permitted by law, each Party waives against each other any and all claims for or entitlement to special, incidental, indirect, punitive or consequential damages arising out of, resulting from, or in any way related to the Project.

RCW. If Revised Code of Washington ("RCW") 4.24.115 is applicable, it is further specifically and expressly agreed that the indemnification provided herein constitutes waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification.

S-26. **ALLOCATION OF RISK:** In recognition of the relative risks and benefits of the Project to both Client and DEA, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of DEA and its subconsultants to Client and to all Contractors on the Project for any and all claims, losses, costs, damages or expenses so that the total aggregate liability of DEA and its subconsultants to all those named will not exceed \$ _____, plus an amount equal to any additional fee on account of Changes in the Scope of Services. These claims and causes include, but are not limited to, negligence, professional malpractice, strict liability, breach of contract, or warranty.

DEA and Client have carefully considered and actually negotiated the allocation of risk, and expressly consent to the allocation of risk listed above.

S-27. **TIME LIMITS FOR CLAIMS:** Any claim brought by Client against DEA must be filed no later than one (1) year after the date of substantial completion of the Services or the expiration of the appropriate statute of limitations, whichever is earlier.

S-28. **COMPLIANCE WITH LAWS:** Both Parties will comply with applicable federal, state and local codes, laws, regulations, standards, and ordinances in force during the term of this Agreement.

S-29. **STATUS AS INDEPENDENT CONTRACTOR:** DEA represents that it will perform services as an independent contractor and not as an employee, agent, joint-venturer or partner of Client. DEA is responsible for the means and methods it uses in performing the services. DEA and its employees will not qualify for workers' compensation or other fringe benefits of any kind through Client. Neither Party has the right, power or authority to bind the other, and the relationship between Client and DEA not of a fiduciary nature.

S-30. **GOVERNING LAW:** This Agreement will be governed by the laws of the state in which the Site is located, without regard to principles of conflict of law. Any filing of a case, suit, or action related to this Agreement will be brought in such state.

S-31. **SUCCESSOR INTERESTS:** The covenants, conditions and terms of this Agreement will apply to, be binding upon and inure to the benefit of the heirs, personal representatives and assigns of the parties.

S-32. **NO THIRD-PARTY BENEFICIARIES:** This Agreement gives no rights or benefits to anyone other than Client and DEA and has no third-party beneficiaries, except as provided in **Section S-14, Documents and Records, Ownership.**

S-33. **ASSIGNMENT:** Client may not transfer, sublet or assign any rights under or interest in this Agreement (including, but not limited to, rights of action, monies that are due or monies that may be due) without the prior written consent of DEA. DEA may employ any other party or entity it deems necessary or proper for any portion of the Services.

S-34. **WAIVER:** A waiver by either Party of any covenant, term or condition of this Agreement must be in writing. Such a waiver will not affect the waiving party's rights with respect to any other or further breach.

S-35. **SEVERABILITY AND SURVIVAL:** If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability will not affect any other provision, and this Agreement will be construed as if it did not contain the provision. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason, subject to applicable states of limitation or repose.

ATTACHMENT D INSURANCE

1. **DEA INSURANCE:**

- A. **Insurance Requirements.** DEA will maintain, at its own expense, insurance at all times during the performance of the Services with insurers. Such insurance will include:
- i. **Workers' Compensation Insurance** (to the extent required by applicable state law) in the statutory amount, including all states coverage, voluntary compensation endorsement and USL&H and Employer's Liability Insurance (collectively, Workers' Compensation Related Policies) with a minimum limit of \$500,000 per accident, \$500,000 for each employee for bodily injury by disease. Except when not available by state law, DEA's Workers' Compensation Related Policies will waive subrogation against DEA and Client.
 - ii. **Commercial Automobile Liability Insurance ("Auto")** including coverage for on-site and off-site operations, and owned, non-owned or hired vehicles, with limits of not less than \$1,000,000 combined single limits per accident. This policy will include Client, Owner and any Client specified entities as additional insureds on a primary basis. This policy will waive DEA's rights of subrogation against Client and Owner. The policy will contain a Severability of Interest clause.
 - iii. **Commercial General Liability Insurance ("CGL")** on an occurrence basis with limits of not less than \$1,000,000 per occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products/Completed Operations Aggregate. The General Aggregate will apply on a "per project" basis. The policy will be applicable to all premises and operations and will include coverage for bodily injury, broad form property damage (including completed operations), personal and advertising injury (including coverage for contractual and employee acts), XCU, independent contractors, blanket contractual liability, products and completed operations by DEA or any of its employees, agents or subconsultants. This policy will include Client, Owner and any Client specified entities as additional insureds on a primary and non-contributory basis. The policy will contain a Severability of Interest clause. This policy will waive DEA's rights of subrogation against Client and Owner.
 - iv. **Umbrella/Excess Liability Insurance ("Excess")** – An umbrella/excess liability policy with limits of not less than \$1,000,000 per occurrence, \$1,000,000 General Aggregate and \$1,000,000 Products/Completed Operations Aggregate will apply. The General Aggregate will apply on a "per project" basis. This policy will be in excess of and follow the form of the CGL, Auto and Workers' Compensation Related Policies. This policy will include Client, Owner and any Client specified entities as additional insureds, and this coverage will apply on a primary and non-contributory basis and include a Severability of Interest clause. This policy will waive DEA's rights of subrogation against Client and Owner.
 - v. **Professional Liability Insurance ("PLI")** covering professional negligence in the performance of its Services, with the PLI policy providing limits of not less than \$1,000,000 per claim and in the aggregate. The PLI policy will be on a claims-made basis and continuously maintained in full force and effect for the term of this Agreement (or an Extended Reporting Period purchased). The retroactive date of the policy will be prior to the date the Services commence.
 - vi. **Aircraft Liability Insurance** (if the Services involve the use of aircraft) covering liability arising out of the use, operation or maintenance of any aircraft, including passenger liability, with a per occurrence limit of not less than \$5,000,000.
 - vii. **P&I Insurance** (if the Services involve the use of watercraft), including Jones Act coverage and/or Charterer's Liability with limits of not less than \$5,000,000.
 - viii. **Property Insurance** covering loss or damage to all tools and equipment owned, leased or used by DEA in the performance of its Services.
- B. **COVERAGE TERMS:** DEA will furnish, within 10 calendar days from the date of this Agreement, insurance certificates evidencing the dates, amount and type of insurance required by this Agreement. A certificate of insurance evidencing the required coverages will be provided to Client prior to DEA's commencement of work. If applicable, renewal certificates will be provided each year for the entire term coverage is required to be maintained by this Agreement. Each policy will be endorsed to provide 30 days' prior written notice to Client of cancellation or nonrenewal. **Additional insured status for any party required to be named as an additional insured will extend to the full limits of liability maintained by DEA even if those limits are in excess of those required by this Agreement.**
- C. **OTHER POLICIES:** Project specific policies, including but not limited to, bonds, railroad protective liability, contractor's pollution liability or project specific professional liability policies will not be provided unless mutually agreed by the Parties and at an additional cost to Client.

Attachment A - Scope of Services

Concept, Preliminary, Final Design, and PS&E

Prepared for

**City of Rathdrum - Public Works Department,
Kootenai County, Idaho**



for administration by the

Local Highway Technical Assistance Council

SH-53 and Meyer Rd. Intersection

Rathdrum, Idaho

January 28, 2020





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Scope of Work

Project Description

The proposed project at SH-53 and Meyer Road is for the conversion of the current 2-way stop controlled intersection to a full signalized intersection.

Project Coordination

The scope uses the following references for the owner and their representative, the prime consultant, and their subconsultants:

- City = City of Rathdrum (Project Owner and Client)
- ITD = Idaho Transportation Department (review/approval of intersection elements on the state highway)
- DEA = David Evans and Associates, Inc. (Prime Consultant)
- Geo = GeoEngineers is a subconsultant to DEA and will perform geotechnical engineering services.

Scope of Work and Schedule

This scope of work details the engineering, surveying and other related tasks necessary to develop the project from concept to a PS&E set ready for construction advertisement.

The estimated delivery schedule for the SH-53 and Meyer Road Intersection project is as follows:

- Notice to Proceed – March 1, 2020
- Concept Approval (15%) – July 2020
- Preliminary Design (50%) and Right-of-Way Submittal – November 2020
- Final Design (95%) – June 2021
- PS&E Delivery and Advertisement – November 2021

General Project Assumptions

This Scope of Services is based upon certain assumptions and exclusions, identified below and under specific tasks. Should any assumption or exclusion prove not to be true, DEA and our subconsultants reserve the right to re-negotiate the affected portion(s), including, scope, fee, and/or schedule. The following assumptions were used in the development of this scope of services:

- This scope of work includes the design effort for Preliminary Design, Final Design, PS&E, R/W Approval, Surveying, Geotechnical/Materials Engineering, and Project Management.
- No design exceptions are anticipated for the project.
- MicroStation© Version 8i will be utilized on the project.
- InRoads© , SelectSeries3 will be utilized as the project's design platform.



- ITD Standards will be observed in developing the project.
- SignCAD© 2001, Version 8.44 or more current version will be utilized for sign design as needed.
- MS Excel will be utilized for spreadsheets.
- MS Word will be utilized for word processing.
- MS Project will be utilized for scheduling.
- Autoturn for MicroStation© Version 8i will be utilized to evaluate truck turning movements.
- CulvertMaster© Version 3.3 and HY8 will be used to evaluate necessary culvert designs.
- Environmental permitting is not required.
- A public meeting is not required.

Standards & References

The following manuals and references shall be used, as applicable. Unless otherwise directed, all current applicable standards and procedures shall apply.

- City of Rathdrum Engineering Standards
- ITD Standard Drawings.
- Other applicable current ITD Design Standards and Manuals.
- Roadway design shall also be based on the 2011 AASHTO A Policy on Geometric Design for those roadways or facilities that are on the National Highway System (NHS).
- All work will be performed in English Units.
- Pavement marking and delineation design will conform to standards established by the Manual on Uniform Traffic Control Devices (MUTCD).
- Design of drainage structures for highway crossings or for conducting stormwater within the City's right-of-way (the internal stormwater management system associated with the project) shall conform to ITD's Design Manual and the Kootenai County Land Use and Development Code.
- Design of stormwater treatment and disposal systems will comply with the IDEQ State of Idaho Catalog of Storm Water Best Management Practices.



Task 1. Project Management

Project management tasks have been scoped and estimated based upon a 20-month duration for this project agreement (March 2020 to December 2021).

1.1 Set up hard copy and Electronic Files

DEA will set up project files. This will include setting up budget tracking spreadsheets, preparing the project's financial files, and the project's electronic and hard copy technical filing system. This will also include developing the subconsultant agreements with GEO.

1.2 Progress Reports and Invoicing

DEA will provide monthly invoices and monthly progress reports. A total of twelve (12) invoices will be submitted as part of the contract including one for the month after all deliverables are complete.

1.3 Prepare Project Schedule

DEA will submit a schedule in Microsoft Project. We will use the schedule, which will be updated monthly with actual milestone achievements, to check the budget, staffing levels, and where the deliverable schedule might be affected.

1.4 Project Team Meetings

DEA will facilitate regular project team meetings. Team meetings (six (6)) will last approximately sixty (60) minutes and be held at the DEA Coeur d'Alene office and by conference call and will be held every other month. Agendas and Minutes will be prepared for the meetings. Four (4) DEA staff members (Project Manager, Traffic Engineer, Transportation Designer, and Survey Task Leader) on average will be in attendance.

1.5 Subconsultant Coordination (GeoEngineers)

DEA will coordinate with the geotechnical subconsultant for boring locations and reporting review.

1.6 CITY/ITD MOU

DEA will assist the City with preparing a Memorandum of Understanding with ITD.

Task 2. Concept Development

This task consists of preparing a 15% design layout of the proposed project for an over-the-shoulder review by the City and ITD. Subtasks are listed below.

Items to be provided by CITY or ITD

1. Traffic data that is available for SH-53 and Meyer Road. Traffic data includes peak hour turning movement peak hour turning movement counts, ADT, DHV, ESALS, level-of-service, crashes, crash circumstances, and fatality/injury data (CARS database information).
2. As-built (record) drawings and available right-of-way information for SH-53 and Meyer Road.



3. Traffic volume projections in the City along the route (DEA may have this as part of the current work on the City's Transportation Plan)

Assumptions

1. The current project construction year is assumed to be 2021 and the future design year for traffic projection purposes is assumed to be 2041.
2. No design exceptions are anticipated at this time.

2.1 Site Visit and Kickoff Meeting

DEA will host a kickoff meeting and then have a site visit with the project team. Three (3) staff members from DEA will participate in the pre-operational meeting and site visit (Project Manager, Traffic Engineer, and Transportation Designer).

2.2 Traffic Data and Signal Warrant Analysis

2.2.1 Existing Information

DEA will request existing traffic data as stated in “Items to be provided by City and ITD” above. Traffic data will be provided for the construction year as stated in the “Assumptions” above. DEA will coordinate the collection of current turning movement counts for a 13-hour period between 6 AM and 7 PM.

2.2.2 Projected Information

DEA will request future projected traffic data as stated in “Items to be provided by City and ITD” above. Traffic data will be provided for the future design year as stated in “Assumptions” above. DEA will determine the proposed design vehicle which will be verified by the CITY and ITD.

2.2.3 Accident History

DEA will review recent accident history as part of the signal warrant analysis and to evaluate if any mitigation measures (beyond a signal) are needed at the intersection.

2.2.4 Signal Warrant Analysis

DEA will update the signal warrant analysis (previously prepared) to include the latest information. This will be completed for the current volumes and estimated construction year volumes. This will be submitted to ITD along with supporting data to support the City's plans for a signal on the State Highway.

2.3 Project Design Standards

In collaboration with the City, DEA will define the design standards which will be used on the project.

2.4 Concept Design (15%) Development

DEA will develop the design of the intersection improvements to a 15% level. Exhibits will be prepared to show the improvements and obtain confirmation of the project's design direction from the City and from ITD.

The 15% Design will evaluate:



- Utility facility impacts
- Right-of-Way and Private Property impacts
- Signal foundation and pole/mast locations
- ADA facilities
- Roadway improvements

2.5 Intersection Operational Analysis

DEA will perform an operational analysis of the intersection. DEA will use the acquired traffic counts and the overall growth rates developed by the travel demand model for the Transportation Plan to update the turning movement projections for the design year. A brief technical memorandum (2 pages or less) will be provided to summarize the results. Results will include vehicular level of service (LOS), delay, and queueing for the No-Build and recommended Build conditions. Recommendations will include lane configuration and storage length of turning lanes.

Assumptions

- The design team will include measures to conform to the soon to be adopted City of Rathdrum Transportation Plan. This will include meeting the roadway width, implementing appropriate safety considerations, providing for improved roadway geometry if practicable, and addressing roadway and roadside design improvements.
- The operational analysis will be conducted using Synchro operational software for the traffic signal. The 6th Edition of the Highway Capacity Manual (HCM-6) methodologies will be followed for the evaluations.

2.6 Cost Estimate

DEA will prepare estimated construction cost based on concept level design.

Task 3. Environmental & Cultural Clearance Coordination

Except where otherwise noted, DEA will provide the services required to accomplish this task. The project does not involve federal funds, permits, approvals, or lands, and therefore, will not require NEPA compliance. According to the ITD Environmental Procedures Manual (410.02), state-funded projects with no federal nexus “may be approved in accordance with District procedures.”

3.1 Environmental Site Visit

DEA will conduct a field review to determine the presence of environmental resources in anticipation of environmental impacts and to verify environmental documentation needs. This includes a review of vegetation, potential wildlife habitat, potential wetlands, potential cultural resources (including the nearby cemeteries), and potential hazardous materials. GIS databases, topographic and aerial maps, soil surveys and other databases and information will be referenced prior to the field review.



3.2 NPDES Checklist

DEA will complete ITD Form-2784 NPDES Storm Water Permit Project Checklist for Construction, regarding ground disturbance and discharge of stormwater to waters of the U.S.

Deliverables

- ITD Form 2784

3.3 Cultural Resource Investigation

ITD's EPM Chapter 410.02 states that for state-funded projects with no federal nexus, ITD HQ Cultural Resources requests a notice of state-funded project actions prior to construction, so resources can be documented by HQ prior to any impacts. DEA will hold a meeting with the City (and ITD if needed) to confirm the required environmental documentation.

For cultural resources, DEA will send an ITD-1500 Request for Cultural Resources Clearance Level of Effort to ITD Environmental to evaluate the likelihood of any cultural resources within the projects Area of Potential Effect. Along with ITD-1500, DEA will submit a map showing the Area of Potential Effect. Should ITD determine that a cultural resource investigation and report are required, DEA will contract with Mitzi Rossillon Consulting Archaeologist to obtain the necessary reports and approval (the scope and fee for which are not included in this scope and fee).

Prior to any geotechnical investigations, DEA will obtain an approved ITD-1502 Determination of Significance and Effect.

Deliverables

- ITD Form 1500
- ITD Form 1502

3.4 Hazardous Material / Waste Investigation

DEA will hold a meeting with the City (and ITD if needed) to confirm the required environmental documentation. DEA will prepare an ITD-652, Hazardous Materials Administrative Review, for the project area. This will involve a limited records review, historical land use research, and documentation to assess the presence of hazardous materials that may be present in the project area. The public records review will include, but may not be limited to the following sources of data and information, as applicable and available for the project site and adjacent properties:

- Historic and current aerial photographs;
- EPA databases containing recorded sites in the following programs:
 - Comprehensive Environmental Response Compensation and Liability Act (CERCLA) CERCLIS;
 - NPL (Superfund);
 - CERCLIS/NFRAP;
 - Resource Conservation and Recovery Act (RCRA) Corrective Actions;



- RCRA TSD;
- RCRA hazardous waste generators list;
- Emergency Response Notification System Spill Reports (ERNS); and
- Open Dumps List.
- Idaho DEQ databases containing recorded sites in the following programs:
- Solid Waste Disposal Facility List for solid waste landfills (SWDL);
- Registered Underground Storage Tank (UST) List; and
- Registered Leaking UST (LUST) list.

Assumptions

- The project will not require a Phase 1 Environmental Site Assessment.
- No hazardous materials sites exist within the project vicinity or project footprint.

Deliverables

- ITD Form 0652

Task 4. Surveying

DEA will provide control network, topographic, monument preservation, right-of-way, and boundary surveying services required to develop base mapping at an accuracy suitable for design plans, inclusive of terrain surface, surface features, utilities, existing right-of-ways, easements and property lines, ownership information, control to support the project and to show the known monuments that exist in the project limits. Assumptions are shown under each subtask.

4.1 Project Control Network

DEA will establish a horizontal and vertical control network for the project through the site as necessary to support mapping activities and include two project control points on each plan sheet. The horizontal control will be a local control system referenced to the Idaho State Plane Coordinate System, West Zone (NAD83/2011). The vertical datum will be based on NAVD88 and verified with local NGS monumentation.

The following items will be accomplished by DEA as part of this task:

4.1.1 Research National Geodetic Survey (NGS) Control Monuments

Research National Geodetic Survey (NGS) control monument database to determine nearby vertical control monuments.

4.1.2 Primary and Secondary Control

Primary control will be strategically located around the project limits outside of construction areas. It is anticipated that four (4) primary control points will be set surrounding the project. Secondary Control points will consist of twelve (12) set points, at 200 foot minimum separation, three for each leg of the intersection. Additionally, digital (differential) levels will be run through ALL primary and secondary control. The twelve



(12) secondary control points will be set near the SH-53 and Meyer Road right-of-way lines to minimize disturbance during construction activities.

4.1.3 Prepare and Mail Notification of Survey Activities

DEA will prepare notification letters for project area property owners informing them of the pending survey activities. This letter will be reviewed and approved by the CITY prior to mailing. Prior to beginning any survey field work, this letter will be mailed to area property owners whose land we will access.

4.1.4 Process Primary and Secondary Control Network

Utilize static GPS post processing to determine State Plane horizontal positions for four (4) control points within the primary control network discussed above and develop a control network. Secondary control will be processed to the established primary control network and levels will be processed and used to adjust all vertical elevations from local NGS monumentation to NAVD88.

4.1.5 Prepare Survey Control Sheets

DEA will add all secondary and primary control set within the project limits to survey control sheets including the narrative information regarding the methods and information used for control establishment.

Assumptions

- Adequate NGS vertical monuments are found in place within one (1) mile of the project.

4.2 Topographic Field Surveying

DEA will perform topographic surveying for the project. This will include survey of SH-53 and Meyer Road at the intersection location as well as 750 feet West, East, North, and South of the intersection, including any private or public approaches. Cross-sections will be obtained at 50 foot intervals throughout the project with additional shots taken as necessary. The width of mapping will be 150 feet (or as appropriate for specific topography) generally being 75 feet on each side of the roadway centerline. Existing surface features such as pavement and gravel edges, grade breaks, culverts, fences, curbs, guardrail, signs, sidewalks, buildings, tree limits and utilities will be mapped. DEA will utilize the benefits of static 3D laser scanning technologies to efficiently and safely collect field data. Utility locations will be based on above ground evidence and as located by the utility purveyor. One Call Underground Locates will be called prior to the execution of the field work. In addition, Utilities Plus, a private locating firm will be used to obtain locates above and beyond the public locator. It is assumed that the utility providers will mark their lines within the project area and that these lines can be recovered by DEA survey crews. These lines will be shown on the topographic map and identified. This task will also include obtaining field locations of geotechnical test locations (assumes four (4) locations) and providing the geotechnical company with positional information on their test locations.

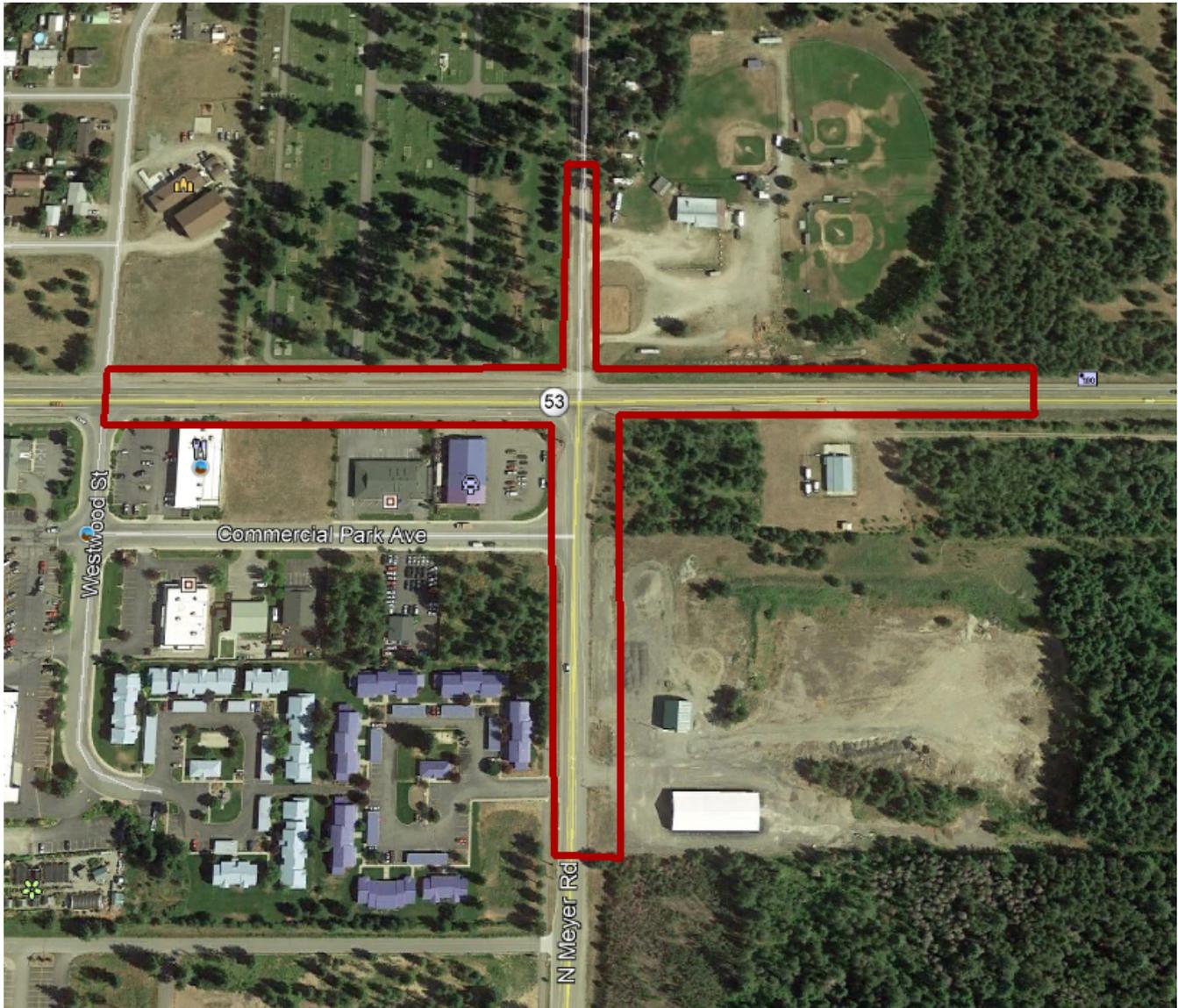


Figure 1. Topographic Survey Limits in Red

4.3 Ground Penetrating Radar (Cemetery)

DEA will contract with a ground penetrating radar (GPR) company to scan the cemetery on the northeast corner of the intersection in order to identify or clear the area of human remains. This area as shown in the image above will be from the edge of existing dirt road to the fence line to the east. A push cart GPR system will be used by Utilities Plus to evaluate this area. If any concerns are identified they will be brought to DEA's attention and these areas will be located and shown on the topographic survey. There is no guarantee based on the limitations of GPR that any human remains will be identified during these evaluations.



Figure 2. GPR Limits in Red

4.4 Project Electronic Base Map

4.4.1 Process RTK GPS and Linework

DEA will process RTK GPS from the primary control network. Perform quality control and assurance checks on RTK data. Process mapping data and prepare data to be imported into Micro Station Inroads. DEA will process GPS linework to ITD standards using Micro Station Inroads. Quality checks will be performed on the linework and features to ensure accuracy and validity to ITD standards.

4.4.2 Feature Extraction

DEA will extract from the static 3D laser scanning point cloud additional features from the areas defined above including the road corridor and above ground features to be added to the base map in a later task.

4.4.3 Develop Project Base Map

DEA will compile mapping data acquired by DEA and developed in the preceding tasks into a project base map. The project base map will be developed in MicroStation© in accordance with ITD standards. One foot contours will be developed as needed for design plans from the mapping data. In addition, DEA will obtain the most recent Google imagery for the project area for inclusion in the project base map. The CITY may



have access to more recent higher resolution mapping and may provide it to DEA for use in the mapping product if available.

4.5 Boundary and Right-of-Way Research, Field Surveying, and Monument Preservation

DEA will perform a thorough research of record title documents for the roadway right-of-way, as well as of other recorded survey documents required for property ownership and boundary retracement purposes. The right-of-way plans and right-of-way deeds for SH-53 and Meyer Road intersection will be researched and obtained. Additionally, other pertinent recorded surveys will be researched and obtained. The research for these documents will be conducted by DEA and will include a trip to the Kootenai County Courthouse Records Department; however, a title company will be employed to assist with the deed research.

DEA surveyors will search for right-of-way monuments, property corner monuments and United States Public Land Survey System (PLSS) monuments as needed in the project area. Field measurements will be obtained to the found monuments, based on the project control network. The existing roadway right-of-way location and the location of private property lines that will be affected by the project will be determined from deeds and title commitments, right-of-way plans for the area roads, recorded surveys, and field data obtained.

DEA will develop a drawing of right-of-way and ownership lines within the project area to use in the plans. The drawing will include any monuments found and used as evidence, such as PLSS corner monuments, right-of-way monuments and other survey monuments. The drawing shall also show the Project Control Network points that are set along the project corridor as part of this project. No right-of-way monuments are to be set as part of this task.

The following list summarizes the items to be accomplished by DEA for this task:

4.5.1 Perform Record Title Research for the Roadway

DEA will visit or coordinate with CITY and ITD District 1 offices and Title Company to obtain copies of road right-of-way and deed documents for the road definitions in the project vicinity.

4.5.2 Research County Records for Boundary Information and Monument Preservation

DEA will research related documents to determine the locations of the existing ITD right of way, PLSS monuments, property lines, easement lines and monuments within the project limits defined in this scope. DEA will specifically research any monuments that exist within the project limits per Idaho Code (IC) 55-1613:

The physical existence and location of the monuments of property controlling corners and accessories to corners, as well as benchmarks established and points set in control surveys by agencies of the United States government or the state of Idaho'

Records to be researched include:

- Right of Way Plans (ITD)
- Record of Surveys
- Subdivision plats
- Corner Perpetuation and Filing Forms (CP&Fs)
- Railroad plans



- Unrecorded Surveys
- National Geodetic Survey data sheets
- Historical County Surveyor records

4.5.3 Research and Identify Property Ownership in the Vicinity of the Project

DEA will obtain ownership information for potentially affected property owners and develop a database of their Assessor Parcel Numbers and contact information.

4.5.4 Obtain and Review Title Reports and Supporting Documents

DEA will contract with a local title company and obtain title reports for up to four (4) parcels. DEA will review, analyze and make boundary determinations based on record information. Additional supporting documents will be acquired and reviewed as needed to determine boundaries.

4.5.5 Coordinate with the Title Company to Clarify the Integrity of Title Information

Many times title information and supporting documentation disclose conflicts with each other or with title documents on adjoining parcels. DEA will identify these conflicts and coordinate with the title company to get them resolved.

4.5.6 Initial Field Survey

DEA will travel to the site in order to verify coordinates and make ties on enough PLSS corners, right of way monuments and property corners to complete a boundary survey of existing right of way (in areas of the project limits) and the existing parcels within the project limits.

4.5.7 Office Calculations for Monument Recovery

DEA will analyze the research coupled with the initial field measurements. Office calculations will be made for any additional monument recovery efforts needed to recover all monuments in the project limits. Search coordinates will be created and prepared for the return of the field crews.

4.5.8 Field Survey for Final Monument Preservation

DEA will travel to the site and make searches for remaining monumentation identified. DEA will make ties to any monuments of record found to exist within the project limits per IC 55-161.

4.5.9 Survey Control Sheets Update

DEA will add monuments found and control set in the project limits to the survey control sheets to be included in the design plans.

4.5.10 Determine Existing Right-of-way Boundary Locations and Private Property Lines

DEA will determine right-of-way and private property line locations that may be affected by the project. The alignment and locations of these lines will be developed from researched materials and found evidence. Ownership line locations will be determined and used for property acquisition. Boundary determinations of adjoining owners will only be performed in areas that are identified as potentially affected by acquisition activities later determined by design tasks.



4.5.11 Develop a Right-of-Way Base Map for Use in Design

DEA will use the information gathered in the tasks above to develop a right-of-way level in MicroStation that will be used in our design documents.

4.5.12 Develop Working Total Ownership Map

DEA will use the right-of-way base map to prepare a working draft of the future Total Ownership Map. This working draft will include hand written information (contact information, APN numbers, parcel information) etc. and will be updated and revised as additional information is obtained during field surveying and map preparation activities.

4.5.13 Prepare, Set Monument and File Retracement Record of Survey

DEA will set missing right-of-way monuments, prepare, and file a retracement Record of Survey with initial findings and existing boundary calculations and determinations for existing right-of-way and property lines. The Record of Survey will be reviewed by ITD and the City before filing with Kootenai County.

Assumptions

- Up to four (4) Title Reports will be obtained for adjacent impacted properties from a title company.
- Approximately eight (8) supporting title documents will be obtained, reviewed, and used in right-of-way resolution.
- Sufficient record information can be found in County records or at ITD D1 to define the location of the existing right-of-way for SH-53 and Meyer Road.
- Adequate right-of-way monumentation and/or controlling monuments can be recovered to determine the existing right-of-way location for SH-53 and Meyer Road.
- Right-of-way plans and legal descriptions are not included in this phase of the project development.

Task 5. Preliminary Design

5.1 Preliminary Roadway Design and Drafting

Design sheets for the SH-53 and Meyer Road Intersection project will include separate plan and profile sheets at 1"= 40' horizontal scale. Private approach plan and profile design sheets will have the plan and profile design shown on the same sheet. Each plan sheet includes both design, roadway modeling, and drafting.

5.1.1 Preliminary Title Sheet (1 sheet)

DEA will prepare a Title Sheet.

5.1.2 Preliminary Vicinity/Total Ownership Map (1 sheet)

The Vicinity/Total Ownership Map included in the ROW Plans will be incorporated into the roadway plan set.

5.1.3 Preliminary Project Survey Control Sheet (2 sheets)

The Survey Control Sheet from the ROW plans will be included in the roadway Plans.



5.1.4 Preliminary Typical Sections (3 sheets)

DEA will prepare typical sections for the project with two typical sections on each sheet. Typical Sections will be based on the soon to be adopted Rathdrum Transportation Plan and will include roadway, bicycle lane, curbing, sidewalk, and drainage swales.

- Two for proposed Meyer Road
- Two for SH-53
- Two for proposed approaches – one for paved and one for gravel approaches.

5.1.5 Preliminary Drainage Design

DEA will prepare project drainage spreadsheets per Kootenai County Standards, delineate basins and develop calculations for drainage areas, pond sizing, and the project drainage layout. The findings from the calculation and analysis updates will be used to depict locations of preliminary drainage swales and facilities on the roadway plans.

Assumption

- It is anticipated that drainage swales will primarily parallel the roadway centerline on either side of the roadway. The exception to this is for the roundabout of where the drainage will be directed to the outside quadrants of the intersection.
- A Drainage Report will not be prepared or submitted under this task but rather spreadsheets reflecting the design and layout of the drainage system will be prepared.

5.1.6 Intersection Geometric Design

DEA will develop the intersection geometric design, including:

- Roadway paving and flatwork
- Autoturn paths showing design vehicle and largest oversize vehicle movements
- Bike and pedestrian design, including ADA requirements

5.1.7 Preliminary Roadway Plan and Profile Sheets (6 sheets)

DEA will develop the proposed horizontal and vertical alignment within the proposed project limits. This task also includes developing the preliminary roadway section templates required for the project in InRoads and establishing roadway cross sections. Bearings, grades, curve data, and super-elevation data (shown as super-elevation diagrams on the profile sheets) will be included to meet current AASHTO and ITD Standards. The plan and profile sheets will also depict utilities, pedestrian and bicycle facilities as well as drainage elements designed for the project. As the size of a roundabout will make up most of a plan sheet, a separate plan and profile sheet will be prepared at the intersection. Approach roadways for SH-53 and Meyer will have plan and profile shown on the same sheet.

5.1.8 Preliminary Traffic Signal Plans (3 sheets)

DEA will prepare preliminary traffic signal plans for the intersection of SH-53 and Meyer Road. ADA push buttons, countdown pedestrian heads, and pedestrian signal poles or pushbutton poles will also be included. New emergency vehicle preemption detectors will be included. Preliminary signal plans will show wiring or conductor information and details, signal equipment layout including signal standards, signal head location



and orientation, signal controllers and service cabinets, conduit runs and pull boxes, detector layout and signal mounted signage. DEA will conduct a meeting with CITY and ITD staff to establish preferred signal components such as controller, detection, and ancillary devices. The following signal sheets will be included in the preliminary design submittal:

- Signal Intersection Plan
- Conduit Diagram
- Mast Arm Details

Assumptions

- Signal plans will follow ITD design standards
- Signal plans will be 1"=20' scale

5.1.9 Preliminary Illumination Modeling

It is anticipated that illumination will be required. It is expected that the new illumination system will tie into existing nearby power sources. The design effort will include modeling the project's illumination needs with AGI32 illumination modeling software and showing necessary luminaire locations on the signing and pavement marking plan sheets. These luminaire locations and modeling data will be provided to Avista Utilities so that they can develop their Illumination Design Plans. DEA will also coordinate with Avista Utilities for power source and location during this phase of the project.

Assumption

- This effort includes coordination with the power company. The preliminary power source and location will be confirmed during final design.
- Light poles and luminaires will be based on the local power company standards.
- DEA will not prepare Illumination Plans but will instead provide luminaire locations to Avista so that they can develop the Illumination Plans.

Deliverables

- Draft illumination plan model calculations and contours utilizing AGI32 software.
- Luminaire locations, conduits, and junction boxes, will be shown on the preliminary utility plans.

5.1.10 Preliminary Signing and Pavement Marking Plans (3 sheets)

DEA will prepare Preliminary Signing and Pavement Marking Plans that will depict preliminary channelization, pavement markings and signs that will be specified for the project. We will depict roadway lane configurations and pavement marking symbols where applicable. Additionally, the signing plan will be developed detailing instructions for any existing signs (remove, relocate, or protect) and show legends for proposed signs. Delineation symbology, delineation tables, signing erection specifications and sign detail sheets will be prepared as part of the Final Design Package. Signing and Pavement Marking Plan Sheets will be at a scale of 1"= 40 feet for the entire project.

- SH-53 Rd. approach Signing and Pavement Marking Plans (2 sheets)
- Meyer Rd. approach Signing and Pavement Marking Plans (1 sheet)



5.1.11 Preliminary Construction Traffic Control and Staging Plans (5 sheets)

DEA will prepare preliminary traffic control plans in accordance with MUTCD and ITD standards, as appropriate. The plans will depict construction stages, construction signing and other traffic control devices required during construction. Construction drawings will be developed for each stage so that sequential construction of the project can be understood. A Traffic Control Index, Summary Sheet, and Traffic Control Detail Sheets will also be included.

The following sheets are anticipated:

<u>Sheet Name</u>	<u>No.</u>
TCP Index, Summary and Detail Sheet	1
TCP - Generic Signing for shoulder work and lane closure operation	1
TCP – Project Advance Warning Sign Overview	1
TCP - Stage I	1
TCP - Stage II	1
TCP/Staging Sheet Total	5

5.1.12 Coordinate with Utility Companies

DEA will identify the location of existing utilities in the area (based on surface evidence of location through one-call and surveying reconnaissance). As part of this task, DEA will prepare a Utility Contacts Spreadsheet that will be used to keep track of utility companies (along with representative contact information) for entities that have facilities in the project vicinity. DEA will submit identified locations to each utility owner for verification of existing utilities as well as identification of planned facilities.

It is anticipated that a City water line and fire hydrant may be impacted by construction. The preliminary utility plans will show the existing locations with relocation location determined later under final design.

Assumptions

- Subsurface utility locates will be provided by each respective utility owner or their location service.
- DEA is not responsible for errors in utility locations provided by utility owners or location services.
- This scope assumes that existing utility line locates will be performed during the project mapping phase.

5.1.13 Prepare Preliminary Cost Estimate

DEA will prepare a preliminary design level construction cost estimate for the project. Items that have not been designed or detailed for preliminary design, but to be included later under final design, will be captured through the use of lump sum or percentage of project costs.



5.2 Preliminary Design Package Quality Control Review

DEA will perform a Quality Control Review on the entire Preliminary Design Submittal Package as listed in the following task. This will include forming a team of senior professionals within DEA to complete the review. The team will be set, timeframes and hours will be given to the team members, and pertinent checklists and helps will be provided. This task will occur one to two weeks prior to Preliminary Design Submittal so that review comments can be addressed and back-checked. The QC review will follow DEA's established QA/QC program using the QC team members selected for this project. Provide ITD with a QC Cover/Checklist with the submittal as evidence that a QC review as performed.

5.3 Submit Preliminary Design Package

DEA will prepare the Preliminary Design Submittal package based on the ITD Design Manual and submit the package for review and comment. The submittal package for Preliminary Design Review will be developed by DEA and will include for City and ITD review:

5.4 Initial Owner Contact Meetings

One staff member from DEA will participate in up to 4 owner contact meetings accompanying a representative from the City of Rathdrum. The purpose of the meetings is to explain design elements that affect the property owners (driveway approaches, fences, mail box locations, right-of-way acquisition, etc.) and to gather information that enables the design team to develop a more context sensitive design. The meetings will be set up by City of Rathdrum staff and one DEA staff member will participate to explain engineering related items. These meeting will occur after the preliminary design submittal during the review of the plans, such that the documents reviewed can also be seen by the owners and comments can be incorporated for final design.

5.5 Preliminary Design Review Meeting

DEA will attend the preliminary design review meeting with the City of Rathdrum and ITD. DEA will also prepare resolutions and responses to review comments and distribute them to meeting attendees prior to the meeting. This will include an update for the City Council after the review meeting.

Assumptions

- The preliminary design review meeting will last approximately three (3) hours not including travel
- The preliminary design review meeting will take place at City of Rathdrum or DEA's CDA office
- Three (3) DEA staff members (Project Manager, Traffic Engineer and Transportation Designer) will attend the preliminary design review meeting.

Deliverables

- Preliminary Design Review Package
- Resolutions and responses to review comments to discuss at the meeting



Task 6. Right-of-Way Acquisition Documents

DEA will prepare right-of way plans and legal descriptions to acquire necessary right-of-way.

Assumption

- The City of Rathdrum will be responsible for hiring a consultant that will provide an ITD approved appraisal and acquisition services to support the City in purchasing the right-of-way.
- ITD will approve the Official Right-of-Way Plans.

6.1 Update and Review Title Reports and Supporting Information

DEA will:

6.1.1 Obtain Updates and Review Title Reports and Supporting Title Information

DEA will obtain and review updates on the existing title reports originally ordered and obtain new title reports as needed to accommodate the affected areas determined by design to be impacted not originally obtained. Additional supporting documents will be acquired and reviewed as needed to determine boundaries not originally identified in the initial boundary calculations.

Assumption

- DEA will obtain and review up to four (4) title reports from a local title company.
- Approximately eight (8) supporting title documents will be obtained, reviewed, and used in right-of-way resolution.
- DEA will coordinate obtaining supporting documents directly with the title company.

6.1.2 Coordinate with the Title Company to Clarify the Integrity of Title Information

Many times title information and supporting documentation disclose conflicts with each other or with title documents on adjoining parcels. DEA will identify these conflicts and coordinate with the title company to get them resolved if any exist within the newly obtained title reports.

6.1.3 Incorporate Pertinent Land Title Findings into the Total Ownership Map

The findings from the tasks above will be added to, revise, or result in the removal of information from the Total Ownership Map.

Deliverables

- List of acquisition properties delivered to City of Rathdrum.

6.2 Develop Right-of-Way Plans

DEA will develop the Total Ownership Map and Right-of-Way (ROW) Plans based on the right-of-way need lines. The project team has tentatively identified 5 acquisition parcels affected by the project from 5 property ownerships. The project team will prepare the Total Ownership Map and ROW Plans in accordance with ITD Right of Way standards. The project team will:



6.2.1 Incorporate Section Lines, Parcel Lines and Right-of-Way Lines into the Total Ownership Map

Surveyed cadastral data, existing right-of-way, and parcel sideline boundaries will be added to the Total Ownership Map.

6.2.2 Prepare InRoads® Alignment Files for each Acquisition Parcel (estimated at 4)

An InRoads alignment file will be created for each acquisition parcel. This will assist in determination of parcel area, closure checks, and in writing legal descriptions.

6.2.3 Prepare Total Ownership Map (1 sheet)

The Total Ownership Map will be updated and an electronic Total Ownership Map will be prepared as part of the Official Right-of-Way Plans.

6.2.4 Prepare the Right-of-Way Plan Sheets

DEA will incorporate the control, monument preservation, right-of-way/ boundary survey, the topographic survey and the ownership map and prepare the Right-of-Way Plan sheets to support project acquisition activities.

6.2.5 Submit Review Copy of the Total Ownership Map and ROW Plans

DEA will develop a submittal package including of the Survey Control sheets, the Total Ownership Map, and the Right-of-way Plan set for review and comment to the City of Rathdrum and ITD. This will be an electronic pdf submittal.

6.2.6 Attend Right-of-Way Plans Review Meeting

The meeting will be a conference call and will include representatives from the City of Rathdrum, and the ITD ROW reviewer (either ITD staff or a ROW review ITD consultant). The purpose of this meeting is to discuss comments on the ROW submittal and to clarify how best to address review comments.

6.2.7 Revise the Total Ownership Map and the ROW Plans to Address Comments

Review comments obtained from the review meeting will be addressed on the plans and updated ROW Plans Essential Checklists will be prepared.

6.2.8 Submit Final Total Ownership Map and ROW Plans

A final submittal package consisting of the revised Total Ownership Map and ROW plans discussed in the tasks above will be submitted to City of Rathdrum and ITD for approval.

Assumptions

- Existing road right-of-way and parcel lines have been developed and established in boundary survey performed in accordance with previous tasks.
- Two (2) sets of the deliverables will also be necessary for the project design team.

Deliverables

- Draft and Final Total Ownership Map
- Draft and Final Right-of-Way Plans



- ITD ROW Plans Essentials checklists for the Total Ownership Map Sheet and for each Right-of-Way Plan Sheet.

6.3 Prepare Legal Descriptions

The project team will develop and submit stamped legal descriptions for each acquisition parcel. The descriptions will conform to ITD standards. DEA will:

6.3.1 Prepare Legal Descriptions for Each Acquisition Parcel (estimated four (4) legal descriptions)

DEA will use the MicroStation alignment files prepared in previous tasks to assist in preparing legal descriptions. Legal descriptions for up to 4 acquisition parcels will be prepared along with the ITD's Legal Description Essentials checklist for each description.

6.3.2 Submit Legal Description Package for Review

DEA will provide review copies of the legal descriptions, checklist, and closures for each acquisition parcel to City of Rathdrum and ITD for review.

6.3.3 Revise Legal Descriptions per Review Comments

DEA will revise the legal descriptions to address review comments.

6.3.4 Submit Final Signed and Sealed Legal Descriptions for Acquisition Parcels (estimated four (4) legal descriptions)

DEA will resubmit the legal descriptions and checklists for each acquisition parcel to City of Rathdrum and ITD for final review and approval.

6.3.5 Calculate Acquisition Parcel Corner and Points-on-line Coordinates (estimated at four (4) acquisition parcels)

DEA will prepare a survey for field-staking the parcels. This will include right-of-way angle points and sufficient points along the right-of-way lines to define acquisition areas.

6.3.6 Stake ROW Acquisition Areas

DEA will set inter-visible lath along proposed right-of-way lines, angle points, and proposed permanent easement lines (estimated at four (4) acquisition parcels) to support negotiation activities.

6.3.7 Coordinate with Acquisition Team and Answer Survey Acquisition Staking Questions

DEA will coordinate with the acquisition team and answer questions and clarify information related to the survey stakes as necessary during acquisition activities.

6.3.8 Prepare a Record of Survey

DEA recognizes State Law requires monuments to be set and a Record of Survey to be filed to perform the survey tasks stated above. DEA will prepare a Record of Survey to be filed with Kootenai County showing information relevant to the boundary surveying, new right-of-way and the definition of the acquisition parcels.



6.3.9 Review Record of Survey

DEA will perform a review of the Record of Survey by the Project Surveyor and the Survey Manager. DEA will also submit to ITD for review and discussion as well.

6.3.10 Verification of Research and Monument

DEA will need to revisit each monument and verify there are no changes in record documents before filing a post construction Record of Survey.

6.3.11 Set Monuments

DEA will set monuments along the new right-of-way and at every ownership sideline intersection of the new right-of-way per Idaho State Code. These monuments will be set per Idaho Code.

Assumptions

- Up to four (4) legal descriptions will be required.
- Up to four (4) acquisition parcels will be staked one time to assist with ROW negotiations.

Deliverables

- Final signed and sealed legal descriptions in electronic and hard copy format.
- ITD's Legal Description Essentials checklist for each legal description
- Electronic pdf of the legal descriptions for the initial submittal.
- Three (3) copies of the legal descriptions for the final submittal.

Task 7. Final Design

7.1 Final Roadway Design

DEA will develop the final roadway design including roadway section and special details. This task includes preparing final plan and profile sheets, special detail sheets and identifying appropriate bid items.

7.1.1 Final Title Sheet (1 sheet)

DEA will develop the Title Sheet for the Final Design Package.

7.1.2 Final Total Ownership Map (1 sheet)

DEA will finalize the Total Ownership Map reflecting the information in the R/W Plans that have already been issued.

7.1.3 Final Survey Control and Found Monuments (2 sheets)

DEA will finalize the survey control and found monuments prepared during Preliminary Design.

7.1.4 Final Typical Sections (3 sheets)

DEA will finalize the typical sections that were developed as part of the Preliminary Design tasks. DEA will make adjustments to the typical sections based on comments.



7.1.5 Final Roadway Plan and Profile Sheets (6 sheets)

The Roadway Plan and Profile Sheets that were developed as part of the Preliminary Design Package will be finalized. This will include calling out final roadside design elements including curb/gutter and bid items, finalizing modeling and earthwork design, and preparing the plans for construction. This task also includes preparing cross sections of the roadway at 50-ft stations (25-ft stations on curves).

7.1.6 Final Intersection Layout and Grading Sheets (1 sheet)

DEA will prepare a layout and grading sheet for the intersection. This sheet will show a detailed intersection grading and layout sufficient for construction staking. Intersection grading will take into consideration ADA pedestrian ramp grading requirements.

7.1.7 Final Roadway Detail Sheets (1 sheet)

The requirement for special details will occur during the development of the roadway plans. These details may depict special drainage issues, special fill slope details, or other miscellaneous details that become necessary during the development of the plan set.

7.1.8 Final Approach Plan and Profile Sheets (2 sheets)

DEA will finalize plan and profile sheets for private approaches.

7.1.9 Final Traffic Signal Plans (11 sheets)

DEA will finalize the traffic signal plans developed under the preliminary design task and include these additional sheets in the final design submittal:

- Signal Material Quantity Sheet (2)
- Signal Field Wiring Diagram (1)
- Detection Field Wiring Diagram (1)
- Sign Details (1)
- Signal Details (3)

7.1.10 Final Sign Erection Specifications and Sign Detail Sheets (3 sheets)

Signing Erection Specifications and Sign Detail Sheets will be prepared to accompany the signing bid items as part of the Final Design Package. Sign details will also be provided for non-standard signs with the signing and pavement marking plan sheets.

7.1.11 Final Signing and Pavement Marking Plans (3 sheets)

DEA will prepare Final Signing and Pavement Marking Plans that will depict the pavement markings and signs that will be specified for the project. We will depict roadway lane configurations and pavement marking symbols where applicable.

7.1.12 Final Construction Traffic Control and Staging Plans (5 sheets)

DEA will finalize the traffic control and staging plans in accordance with MUTCD and ITD standards as appropriate.



7.1.13 Final Utility Plan Details (2 sheets)

DEA will prepare Final Utility Plans based on decisions made with the City and the utility companies. The Utility Plans will be modified to accurately depict agreed upon utility revisions and relocations and will be routed to the utility companies for review and comment.

It is anticipated that a City waterline and hydrant are located within the impact limits of the project. Any adjustments to the waterline will be shown on the utility plans as relocated by the City. An additional detail sheet for the water utility is included.

Luminary locations shown on the signing and pavement marking plans will also be shown on the utility sheets to be installed by utility at utility expense. Conduit and junction boxes will also be shown and will be paid for under a special bid item.

7.2 Erosion and Sediment Control (ESC) Plans

DEA will prepare a temporary ESC plan to control stormwater runoff and offsite siltation or damage resulting from construction activities. The plan will outline Best Management Practices (BMP's) which may include silt fencing, wattles, seeding, mulching and other items and also show pertinent details. A Storm Water Pollution Prevention Plan and narrative for the NPDES permit will be developed by ITD with assistance by DEA.

7.2.1 Temporary and Permanent ESC Plans (3 Sheets)

DEA will prepare and finalize the ESC Temporary and Permanent Plans along with a detail sheet in accordance with ITD Standards.

7.2.2 ESC/SWPP Narrative

ITD will prepare a ESC Narrative for the project with supporting information provided by DEA.

7.3 Final Drainage Design

DEA will update the preliminary drainage design basins and calculations as needed to account for updates made to the roadway design. These updates will be shown in the final design plans.

7.3.1 Final Drainage Details (1 sheet)

DEA will develop and finalize drainage details for culverts at approaches and roadside ditches/swales.

7.4 Calculate and Summarize Quantities (1 sheet)

DEA will quantify bid items and include quantities for identification in the appropriate plan summary sheets.

7.5 Prepare Project Contract and Bidding Document

DEA will prepare contract and bidding documents according to City of Rathdrum Standards.

7.6 Construction Scheduling

DEA will prepare an anticipated construction schedule in MS Project for use in determining contractor working days in the contract.



Assumptions

- The electronic construction schedule will be subject to change based on information provided by the successful bidder. The schedule is provided for planning purposes only.

7.7 Prepare Construction Cost Estimate

DEA will prepare a construction cost estimate. The cost estimate will have an appropriate contingency for a Final Design Cost Estimate.

7.8 QC Review of the Final Design Review Submittal

A detailed review of the Final Design Review Package will be completed by DEA Senior Transportation Engineers not involved in developing the project design prior to Submittal. QC Review comments will be addressed prior to submittal to the City.

7.9 Submit Final Design for Review

DEA will prepare the final design plans, specifications, and construction cost estimate and submit for the City review.

The submittal package for Final Design Review will be developed by DEA and will include for ITD review:

- Project Contract Documents
- Construction Schedule
- Project Construction Cost Estimate
- The Final Design Plans as described above and as summarized below:



Scope Item		Description	Sheets	
Preliminary	Final		Preliminary	Final
4.1.1	7.1.1	Final Title Sheet (1 sheet)	1	1
4.1.2	7.1.2	Final Total Ownership Map (1 sheet)	1	1
4.1.3	7.1.3	Final Survey Control and Found Monuments (2 sheets)	2	2
4.1.4	7.1.4	Final Typical Sections (3 sheets)	3	3
4.1.7	7.1.5	Final Roadway Plan and Profile Sheets (6 sheets)	6	6
	7.1.6	Final Intersection Layout and Grading Sheets (1 sheet)		1
	7.1.7	Final Roadway Detail Sheets (1 sheet)		1
	7.1.8	Final Approach Plan and Profile Sheets (2 sheets)		2
4.1.8	6.1.9	Final Traffic Signal Plans	3	11
	6.1.10	Final Sign Erection Specifications and Sign Detail Sheets		3
4.1.10	6.1.11	Final Signing and Pavement Marking (3 sheets)	3	3
	6.1.12	Final Construction Traffic Control and Staging Plans	5	5
	6.1.13	Final Utility Plans	2	2
	7.2.1	Temporary and Permanent ESC Plans (3 Sheets)		3
	7.2.2	Final Drainage Details (1 sheet)		1
	7.44	Calculate and Summarize Quantities (1 sheet)		1
Sheet Totals			26	46

7.10 Final Owner Contact Meetings

A final owner contact meeting will be attended by one staff member from DEA for up to 4 owner contact meetings accompanying a representative from the City of Rathdrum. The purpose of the meetings is to show the final design drawings related to the owner properties and make any adjustments from comments or R/W acquisition negotiations prior to the PS&E submittal.



7.11 Final Design Review Meeting

DEA will attend the Final Design Review meeting with City and ITD staff. DEA will also prepare meeting minutes and distribute to the appropriate recipients by email. Prior to the meeting, DEA will assemble the comments received in a comment response form. The team will address the comments and identify comments that require further discussion at the preliminary design review meeting. The compiled comment form will be provided to attendees at the Final Design Review meeting and the final design review comment form will be included in the PS&E submittal.

Assumptions

- The final design review meeting will last approximately four (4) hours excluding travel
- The final design review meeting will take place at the City of Rathdrum or DEA's CDA office.
- Three (3) DEA staff members (Project Manager, Traffic Engineer, and Transportation Designer) will attend the final design review meeting.
- There will be one Final Design Review Meeting

Deliverables

- Final design review package

Task 8. PS&E Preparation and Submittal

8.1 Prepare PS&E Package

DEA will revise the Final Design plans, special provisions, cost estimate, and associated materials to address Final Design Review comments.

8.1.1 Revise Plans for PS&E Package

Final Design Review comments will be addressed, details will be revised, traffic control, drainage, fencing, etc. will be accomplished. Required revisions, received by e-mail or phone, from ITD prior to the PS&E Submittal will be incorporated.

8.1.2 Prepare Final Proposal

DEA will make revisions to the Special Provisions and other elements of the project's Proposal.

8.1.3 Finalize the Detailed Engineer's Estimate

Final revisions will be made to the project's cost estimate to reflect comments obtained during Final Design Review.

8.1.4 Finalize the Construction Scheduling

Final revisions will be made to the project's Construction Schedule to reflect comments obtained during Final Design Review.



8.1.5 QC review of the Plans, Specifications, and Estimates

A detailed review of the PS&E Submittal Package will be completed by a senior-level designer not involved in developing the project design prior to the PS&E Submittal. QC Review comments will be addressed prior to submittal.

8.1.6 Assemble Final PS&E Package and Submit

DEA will assemble the above described Final Plans, Specifications, Estimate, Checklists, Cost Estimate, and Construction Time estimate components. The Final PS&E Package will be submitted for review and advertisement.

Deliverables

- Cost Estimate
- Proposal Package including Specifications and Special Provisions in MS Word
- Final PS&E package will be printed on 11” x 17” paper with engineer seal.

8.2 Bid Assistance

DEA will be available to answer questions and to assist the City during the advertising and bidding process. This task assumes that up to 16 hours will be required for bidding assistance.

Deliverables

- Final PS&E package (hard copy and electronic)

Assumptions

- Construction administration and/or support will be under a separate agreement.

Task 9. Construction Administration and Support

Not included in this contract.

CONSULTANT NAME: David Evans & Associates, Inc.
 PROJECT NAME: SH-53 and Meyer Intersection
 PROJECT NUMBER:
 KEY NUMBER:

February 6, 2020

A. SUMMARY ESTIMATED LABOR COSTS

	Days	Hours	Hourly Rate	Raw Labor Cost
1 Project Manager	30.13 =	241.00 @	\$67.68 =	\$16,310.88
2 Principal-in-Charge/Quality Manager	3.00 =	24.00 @	\$78.02 =	\$1,872.48
3 Transportation Engineer Task Lead	28.00 =	224.00 @	\$50.34 =	\$11,276.16
4 Senior Transportation Designer	45.63 =	365.00 @	\$47.00 =	\$17,155.00
5 Traffic Engineering Task Lead	17.38 =	139.00 @	\$55.00 =	\$7,645.00
6 Traffic Engineer and Utility Coordination	7.63 =	61.00 @	\$43.50 =	\$2,653.50
7 Traffic Analyst/Designer	24.25 =	194.00 @	\$41.50 =	\$8,051.00
8 Survey Task Lead	18.00 =	144.00 @	\$47.50 =	\$6,840.00
9 Survey Quality Control	3.50 =	28.00 @	\$64.50 =	\$1,806.00
10 Office Survey Technician	32.38 =	259.00 @	\$37.25 =	\$9,647.75
11 Field Supervisor	11.63 =	93.00 @	\$35.00 =	\$3,255.00
12 Field Survey Technician	11.75 =	94.00 @	\$29.50 =	\$2,773.00
13 Senior Environmental Planner	0.00 =	0.00 @	\$52.00 =	\$0.00
14 Senior Scientist	6.63 =	53.00 @	\$46.00 =	\$2,438.00
15 Project Administrator	0.00 =	0.00 @	\$28.08 =	\$0.00
16 Project Accountant	5.25 =	42.00 @	\$34.48 =	\$1,448.16
17 GIS Analyst	2.50 =	20.00 @	\$41.80 =	\$836.00
Total Hours =				1,981.00
TOTAL RAW LABOR COST =				\$94,007.93

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

<u>Total Raw Labor Cost</u>		<u>Approved Overhead Rate</u>	
\$94,007.93	X	174.55%	= \$164,090.84
		FCCM	
\$94,007.93	X	0.45%	= \$423.04

C. NET FEE

<u>Total Raw Labor & Overhead</u>		<u>Net Fee</u>	
\$258,098.77	X	12.00%	= \$30,971.85

SUBTOTAL LABOR COSTS = \$289,493.66**D. OUT-OF-POCKET EXPENSES SUMMARY***

Expense	Estimated Amount	Unit	Unit Cost	Estimated Expense
1 Mileage	900	(Miles)	\$ 0.535	\$ 481.50
2 Meals and Incidentals (CDA)		(Days)	\$ 61.00	\$ -
3 Print/Copy by Vendor(B&W)		(EA)	\$ 0.07	\$ -
4 Print/Copy by Vendor (Color)		(EA)	\$ 1.00	\$ -
5 Private Locates and GPR (Utilities Plus)	1	(LS)	\$ 5,000.00	\$ 5,000.00
6 Static Laser Scanner	2	(Lump Sum)	\$ 600.00	\$ 1,200.00
7 Concrete to set Monuments	5	(Lump Sum)	\$ 50.00	\$ 250.00
8 Monument Stamping by Vendor		(Lump Sum)	\$ 500.00	\$ -
9 Record of Survey Recording Fees	1	(Lump Sum)	\$ 10.00	\$ 10.00
10 Title Reports	6	(EA)	\$ 250.00	\$ 1,500.00
11 Miscellaneous Office Expenses	250	(Dollars)	\$ 1.00	\$ 250.00
12 Express Mailings	2	(EA)	\$ 25.00	\$ 50.00
13 Traffic Counts by Vendor	1	(Lump Sum)	\$ 400.00	\$ 400.00
DEA TOTAL ESTIMATED EXPENSES =				\$9,141.50

E. SALARY ADJUSTMENT**

12/24 X \$258,098.77 X 3% = \$3,871.48

TOTAL = \$302,507**F. SUBCONSULTANTS*****

1 GeoEngineers = \$28,825.06
 Subconsultant Subtotal = \$28,825.06

TOTAL = \$331,332

**DEA makes salary adjustments in March of each year - an approximate 3% increase. This is the adjustment for for March of 2020 through February of 2020.

*** See attached Subconsultant Information

SH-53 and Meyer Road Intersection
Labor Hours

Task Number	Task	DEA Total Hours	DEA																
			Project Manager	Principal-in-Charge/Quality Manager	Transportation Engineer Task Lead	Senior Transportation Designer	Traffic Engineering Task Lead	Traffic Engineer and Utility Coordination	Traffic Analyst/Designer	Survey Task Lead	Survey Quality Control	Office Survey Technician	Field Supervisor	Field Survey Technician	Senior Environmental Planner	Senior Scientist	Project Administrator	Project Accountant	GIS Analyst
1	Project Management	129	52	2	11	11	6	0	0	0	0	0	0	0	0	5	0	42	0
1.1	Set up hard copy and electronic files	8	4	2														2	
1.2	Prepare Project Schedule	4	4																
1.3	Prepare Team Meetings	49	16		11	11	6									5			
1.4	Progress Reports and Invoicing	60	20															40	
1.5	Subconsultant Coordination	4	4																
1.6	City/ITD MOU	4	4																
2	Concept Development	113	8	0	16	31	20	0	28	0	0	0	0	0	0	0	0	0	10
2.1	Attend Pre-Operational Conference and Site Visit	10	3		2	3	2												
2.2	Traffic Data	24	0	0	0	0	6	0	10	0	0	0	0	0	0	0	0	0	8
2.2.1	Existing Information	5					1		2										2
2.2.2	Projected Information	3					1												2
2.2.3	Accident History	7					1		2										4
2.2.4	Signal Warrant Analysis	9					3		6										
2.3	Project and Geometric Standards	3	1		2														
2.4	Concept Design (15%) Development	34	2		8	24													
2.5	Intersection Operational Analysis	35	1		2		12		18										2
2.6	Cost Estimate	7	1		2	4													
3	Environmental & Cultural Clearance Coordination	52	0	0	0	0	0	0	0	0	0	0	0	0	0	48	0	0	4
3.1	Environmental Site Visit	16														16			
3.2	NPDES Checklist	8														8			
3.3	Cultural Resource Investigation	16														12			4
3.4	Hazardous Material / Wastes Investigation	12														12			
4	Surveying	404	0	0	0	0	0	0	0	92	13	150	73	74	0	0	0	0	2
4.1	Project Control Network	43	0	0	0	0	0	0	0	7	2	16	8	8	0	0	0	0	2
4.1.1	Research National Geodetic Survey (NGS) Control Monuments	4								1	1	2							
4.1.2	Primary and Secondary Control	19								1		2	8	8					
4.1.3	Prepare and Mail Notification of Survey Activities	3								1									2
4.1.4	Process Primary and Secondary Control Network	6								2		4							
4.1.5	Prepare Survey Control Sheets	11								2	1	8							
4.2	Topographic Field Surveying	85								2	1	2	40	40					
4.3	Ground Penetrating Radar (GPR)(Cemetery)	8										4	2	2					
4.4	Project Electronic Base Map	55	0	0	0	0	0	0	0	8	2	44	0	1	0	0	0	0	0
4.4.1	Process RTK GPS and Linework	6								2		4							
4.4.2	Feature Extraction	23								2	1	20							
4.4.3	Develop Project Base Map	26								4	1	20		1					
4.5	Boundary and Right-of-Way Research, Field Surveying, and Monument Preservation	221	0	0	0	0	0	0	0	75	8	88	25	25	0	0	0	0	0
4.5.1	Perform Record Title Research for the Roadway	11								4	1	6							
4.5.2	Research County Records for Boundary Information and Monument Preservation	13								8	1	4							
4.5.3	Research and Identify Property Ownership in the Vicinity of the project	4								2		2							
4.5.4	Obtain and Review Title Reports and Supporting Documents	25								20	1	4							
4.5.5	Coordinate with the Title Company to Clarify the Integrity of Title Information	4								4									
4.5.6	Initial Field Survey	25								2	1	2	10	10					
4.5.7	Office calculations for monument recovery	15								4	1	10							
4.5.8	Field Survey for Final Monument Preservation	25								2	1	2	10	10					
4.5.9	Survey Control Sheets Update	5								1		4							
4.5.10	Determine Existing Right-of-way Boundary Locations and Private Property Lines	25								16	1	8							
4.5.11	Develop a Right-of-way Base Map for Use in Design	11								2	1	8							

SH-53 and Meyer Road Intersection
Labor Hours

Task Number	Task	DEA Total Hours	DEA																
			Project Manager	Principal-in-Charge/Quality Manager	Transportation Engineer Task Lead	Senior Transportation Designer	Traffic Engineering Task Lead	Traffic Engineer and Utility Coordination	Traffic Analyst/Designer	Survey Task Lead	Survey Quality Control	Office Survey Technician	Field Supervisor	Field Survey Technician	Senior Environmental Planner	Senior Scientist	Project Administrator	Project Accountant	GIS Analyst
4.5.12	Develop Working Total Ownership Map	10								2		8							
4.5.13	Prepare, Set Monument and File Retracement Record of Survey	48								8		30	5	5					
5	Preliminary Design	394	53	8	90	97	54	26	66	0	0	0	0	0	0	0	0	0	0
5.1	Preliminary Roadway Design and Drafting	347	28	0	85	92	50	26	66	0	0	0	0	0	0	0	0	0	0
5.1.1	Preliminary Title Sheet (1 sheet)	4			1	3													
5.1.2	Preliminary Vicinity/Total Ownership Map (1 sheet)	2				2													
5.1.3	Preliminary Project Survey Control Sheet (2 sheets)	1				1													
5.1.4	Preliminary Typical Sections (3 sheets)	25	5		5	15													
5.1.5	Preliminary Drainage Design	27	1		24	2													
5.1.6	Intersection Geometric Design	52	2		40	8	2												
5.1.7	Preliminary Roadway Plan and Profile Sheets (6 sheets)	66	6		12	48													
5.1.8	Preliminary Traffic Signal Plans (3 sheets)	33	1		2		12	8	10										
5.1.9	Preliminary Illumination Modeling	36	3				24		9										
5.1.10	Preliminary Signing and Pavement Marking Plans (3 sheets)	41	5				6		30										
5.1.11	Preliminary Construction Traffic Control and Staging Plans (5 sheets)	31	1				5	10	15										
5.1.12	Coordinate with Utility Companies	20	3			9		8											
5.1.13	Prepare Preliminary Cost Estimate	9	1		1	4	1		2										
5.2	Preliminary Design Package Quality Control Review	14	6	8															
5.3	Submit Preliminary Design Package	4	2		1	1													
5.4	Initial Owner Contact Meetings	10	10																
5.5	Preliminary Design Review Meeting	19	7		4	4	4												
6	Right-of-Way Acquisition Documents	218	2	0	0	0	0	0	0	52	15	109	20	20	0	0	0	0	0
6.1	Update and Review Title Reports and Supporting Information	19	0	0	0	0	0	0	0	9	2	8	0	0	0	0	0	0	0
6.1.1	Obtain Updates and Review Title Reports and Supporting Title Information	7								4	1	2							
6.1.2	Coordinate with the Title Company to Clarify the Integrity of Title Information	6								4		2							
6.1.3	Incorporate Pertinent Land Title Findings into the Total Ownership Map	6								1	1	4							
6.2	Develop Right-of-Way Plans	72	2	0	0	0	0	0	0	14	6	50	0	0	0	0	0	0	0
6.2.1	Incorporate section lines, parcel lines and right-of-way lines into the Total Ownership Map	6								2		4							
6.2.2	Prepare InRoads® Alignment Files for each Acquisition Parcel (estimated at 4)	10								2		8							
6.2.3	Prepare Total Ownership Map (1 sheet)	13								2	1	10							
6.2.4	Prepare the Right-of-Way Plan Sheets	24								3	1	20							
6.2.5	Submit Review Copy of the Total Ownership Map and ROW Plans	3								1	1	1							
6.2.6	Attend Right-of-Way Plans Review Meeting	5	2							2	1								
6.2.7	Revise the Total Ownership Map and the ROW Plans to Address Comments	8								1	1	6							
6.2.8	Submit Final Total Ownership Map and ROW Plans	3								1	1	1							
6.3	Prepare Legal Descriptions	127	0	0	0	0	0	0	0	29	7	51	20	20	0	0	0	0	0
6.3.1	Prepare Legal Descriptions for Each Acquisition Parcel (estimated at 4 legal descriptions)	13								8	1	4							
6.3.2	Submit Legal Description Package for Review	3								2		1							
6.3.3	Revise Legal Descriptions per Review Comments	4								1	1	2							
6.3.4	Submit Final Signed and Sealed Legal Descriptions for Acquisition Parcels (estimated at 4)	4								2		2							
6.3.5	Calculate Acquisition Parcel Corner and Points-on-line Coordinates (estimated at 4)	11								2	1	8							
6.3.6	Stake ROW Acquisition Areas	24								2		2	10	10					
6.3.7	Coordinate with Acquisition Team and Answer Survey Acquisition Staking Questions	5								2	1	2							
6.3.8	Prepare a Record of Survey	24								4		20							
6.3.9	Review Record of Survey	3								2	1								
6.3.10	Verification of Research and Monument	11								2	1	8							
6.3.11	Set Monuments	25								2	1	2	10	10					

January 29, 2020

David Evans and Associates
663 West Canfield Avenue
Coeur d'Alene, Idaho 83815

Attention: Rusty Leahy

Subject: Scope of Geotechnical Engineering Services
Intersection Improvements
Highway 53 and Meyer Road
Rathdrum, Idaho
File No. 15183-002-01

We are pleased to provide to David Evans and Associates (DEA) the attached Scope of Services to provide Idaho Transportation Department (ITD) format Materials Combined Phase II/III, Abbreviated Phase IV, and Phase V Reports for the proposed Intersection Improvements at Highway 53 and Meyer Road in Rathdrum, Idaho.

We appreciate the opportunity to submit this revised scope of services. Please call if you have questions or require additional information.

Sincerely,
GeoEngineers, Inc.



Erik J. Arnson, PE
Senior Engineer



Teresa A. Dugger, PE
Associate

EJA:TAD:tjh

Attachments:

Scope of Services

Cost Estimate

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

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SCOPE OF SERVICES INTERSECTION IMPROVEMENTS, HIGHWAY 53/MEYER ROAD RATHDRUM, IDAHO

PROJECT DESCRIPTION

We understand the intent of the proposed project is to construct a signal-controlled, four-way intersection where Highway 53 (east-west alignment) and Meyer Road (north-south alignment) cross. The existing intersection is controlled by stop signs on Meyer Road only. The improvements include widening Meyer Road about 200 feet north and 500 feet south of the intersection to accommodate center turn lanes and widening Highway 53 about 500 feet east of the intersection to accommodate a right turn lane. Signal poles also will be installed at the four corners of the intersection.

Based on review of available information, it appears that existing grade along the proposed alignment of both roadways generally varies by less than about 10 feet within the limits of the project. Therefore, we anticipate that cutting and filling required to establish the final roadway grades will be minor. Based on our knowledge of regional geology and our previous work in the project area, we anticipate that subsurface conditions will likely consist of deep deposits of sand and gravel from catastrophic Glacial Lake Missoula outburst flood events. Accordingly, geologic constraints should not be a significant concern for the project.

We understand that the project will be administered by David Evans and Associates (DEA) for the City of Rathdrum (City) and that project development will be in accordance with the general procedures outlined in the Idaho Transportation Department (ITD) Design and Materials Manuals. The following ITD Materials Phase reports will be required: (1) a Combined Phase II Soils Report/Phase III Pavement Estimating Report; (2) an Abbreviated Phase IV Foundation Investigation Report; and (3) a Phase V Special Provisions Report. Because state and local agency funding will not be administered, we understand a Phase I Report, including an exemption letter, will not be required. Evaluation of alternative pavement types and life cycle cost analyses, if required, will be incorporated into the Combined Phase II/III Report.

SCHEDULE

Currently, we can begin our proposed field exploration program within 2 to 3 weeks after receiving your authorization to proceed depending on staff and subcontractor availability. However, adverse winter weather conditions could delay our mobilization days or weeks. We estimate the drilling program could take 3 days. Laboratory testing will take about 2 weeks. Preliminary verbal recommendations will be provided as information is developed, if requested.

Our draft Combined Phase II/III Report should be available for review within about 5 weeks of the completion of the field exploration program. Our draft Phase IV Foundation Investigation Report should be available within 2 weeks following our Phase IV report. Our draft Phase V Report should be available within about 1 week of development of plans. Our final reports will be provided within about 1 week of receipt of comments by the City of Rathdrum and DEA.



1.0 ADMINISTRATION

GeoEngineers, Inc. (GeoEngineers) will implement a series of project administrative and management tasks throughout the project until completion. These tasks will be the responsibility of Teresa Dugger, PE, our associate-in-charge, and Erik Arnson, PE, our senior project manager, and are summarized in the following sections.

1.1. Project Administration

Our associate-in-charge will review and sign the contract, and our project manager will set up and maintain the project electronic and hardcopy files.

1.2. Project Kick-off Meeting, Staffing and Scheduling

Our project manager will supervise the GeoEngineers project team throughout the project. This will include confirming the appropriate levels of resources are available to complete the various project tasks and that these tasks are completed by qualified staff members. In addition, our project manager will monitor the progress of the work regarding the project schedule and inform DEA of any issues that may impact the schedule of deliverables.

1.3. Budget Tracking and Invoicing

Our project manager will monitor the project budget throughout the execution of the scope of work. GeoEngineers will prepare monthly invoices, with appropriate backup, in accordance with ITD Standard procedures or as directed by the City of Rathdrum and/or DEA. In addition, our project manager will monitor the progress of the work regarding the project budget and inform DEA of any issues that may impact the budget.

1.4. Subconsultant and Subcontractor Administration

We will prepare and execute Agreements with subcontractors utilized by GeoEngineers. GeoEngineers will coordinate with our subcontractor(s) to complete assigned tasks throughout the duration of the project. We anticipate traffic control subcontractor involvement to develop traffic control plans and provide traffic control services during subsurface exploration.



2.0 COMBINED PHASE II SOILS AND PHASE III PAVEMENT ESTIMATING REPORT

One report will be prepared to address each of the sections in the current *ITD Materials Manual* (February 2019) for a Phase II Soils Report and Phase III Pavement Estimating Report. The Phase II portion of the report will provide specific information concerning soil encountered throughout the project area, and the Phase III report will provide geotechnical recommendations regarding pavement thickness, subgrade preparation, and drainage required to design and construct the project.

2.1. Field Explorations

Explorations will include: eight hollow-stem auger borings and soil sampling. The exploration program is based on Section 425.00 of the *ITD Materials Manual* (February 2019). One boring will be drilled at each corner of the intersection for a total of four borings. An additional boring will be drilled along the north and south approaches, and two boring drill along each approach to the intersection in the existing roadway.

2.1.1. Coordination, Permissions and Permits

GeoEngineers' traffic control subcontractor will prepare a traffic control plan(s), as necessary. GeoEngineers will submit the plan(s) via DEA to the City of Rathdrum for review and approval. The plan will be submitted at least 1 week before mobilization to the site. We assume that the plan will be reviewed, and either comments or approval will be provided by the City of Rathdrum within 1 week of plan submittal. If revisions to the plan(s) are required, GeoEngineers' traffic control subcontractor will revise the plan(s), and GeoEngineers will resubmit the revised plan within 2 days of receipt of comments.

GeoEngineers will arrange for utility clearances at the proposed boring locations by marking those locations and contacting the local one-call utility location service to mark any underground utilities at these locations. We assume a right-of-way (ROW) permit will be required to complete explorations and that DEA will obtain any required permits.

2.1.2. Subsurface Investigation

The field explorations will consist of borings. Borings will be advanced to depths of about 15 feet below site grade on the approaches and about 25 feet below site grade at the intersection corners using a truck-mounted hollow stem auger drill rig equipped for soil sampling. Based on the results of our experience in the project vicinity, we anticipate subsurface conditions along the proposed alignment will be within a single geologic unit. Therefore, we will complete one to two exploration for each of the three approaches.

GeoEngineers will mark our exploration locations with paint so that the locations can be surveyed by DEA. A geotechnical engineer or geologist will log the borings and obtain soil samples for laboratory testing. During drilling, soil samples will be obtained at 2½-foot intervals to a depth of 10 feet below the existing ground surface and at 5-foot intervals thereafter. Disturbed soil samples will be obtained by driving split-spoons in accordance with applicable ASTM standards. Bulk soil samples of the various soil units encountered will be collected from the auger cuttings. Soil samples will be logged, and field classified utilizing the Unified Soil Classification System (USCS) Manual-Visual method, and modified, if necessary, when laboratory test data is completed. Existing pavement (asphalt concrete surfacing and aggregate base) thicknesses will be measured in borings drilled through existing pavements.

GeoEngineers field personnel will exercise care to reduce potential damage to the existing roadways as a result of field exploration activities. Each boring exploration will result in an approximate 8- to 10-inch-



diameter void. The resulting void will be backfilled with drill cuttings and imported crushed aggregate (if necessary). Borings drilled within existing pavements will be patched with either pre-mixed asphalt cold patch material or quick-setting portland cement concrete. Backfill will be tamped into place using either drilling tools or a steel tamping bar. Remaining drill cuttings will be spread over existing roadway shoulders within the project site.

2.2. Laboratory Evaluation and Testing Program

Representative soil samples obtained from the field investigation program will be transported to GeoEngineers' laboratory for evaluation and testing to establish select physical and engineering properties of the materials encountered.

2.2.1. Initial Field Sample Classification Review

Each soil sample will be visually compared to the classification developed in the field for consistency and accuracy.

2.2.2. Laboratory Testing Program

During the initial field sample classification review, samples requiring additional laboratory evaluation for classification will be identified and the laboratory tests necessary to accurately determine the classification will be noted. Samples representative of the primary subsurface soil conditions at the site also will be identified for laboratory testing. Based on the quantity and types of samples selected, a laboratory testing program will be developed.

The anticipated type and estimated number of laboratory tests are presented in Table 1 below.

TABLE 1. PHASE II LABORATORY TESTING

Type of Test	Estimated Number
Moisture Content	12
Grain Size Analysis, Coarse and Fines Through No. 200	8
R-Value	2
pH	2
Resistivity	2

Laboratory test results will be presented in an appendix to the Phase II Report. The actual number and type of laboratory tests conducted could vary from those indicated above, depending on the type of subsurface soil encountered, and volume/mass of collected soil.

2.2.3. Laboratory Testing and Field Sample Classification Review

Upon completion of the laboratory testing program, the laboratory test results will be reviewed and compared to the field classifications on the boring logs. The logs will be annotated with laboratory data, as appropriate to determine the proper classification. The laboratory testing results will be summarized for use in the engineering analysis.



2.3. Engineering Analysis

After field and laboratory investigations are completed, information will be summarized, and an engineering analysis will be conducted.

The geotechnical engineering analysis for the Phase II portion of the report will include the following:

- Analysis of laboratory and field data collected as a part of our scope, as proposed herein;
- Station-to-station soil report summary and ballast sections;
- Station-to-station list of areas requiring overexcavation with any required drainage or backfill material requirements;
- Shrink/swell values for the various soil units encountered in anticipated excavations;
- Compaction requirements including procedural requirements, as appropriate;
- Description of seepage conditions, if applicable;
- Erosion control recommendations;
- Description of special treatments for surface water or groundwater control, if applicable;
- Recommendations for filter requirements of drain materials and adjacent soil, if applicable;
- Recommendations for blanket material by station, if applicable;
- Station-to-station list of existing roadway material that will be used in new construction;
- Quantities for dust abatement;
- Flexible pavement design. Design-level pavement thickness will be completed for the Phase II report based on the results of the subsurface explorations, laboratory testing, and traffic information (provided by DEA). Pavement design will include Highway 53 and Meyer Road; and
- Recommendations for design of stormwater infiltration facilities, including design infiltration rates of site soils.

The geotechnical engineering analysis for the Phase III portion of the report will include information on the following:

- Pavement Type and Surface Smoothness;
- Typical Sections;
- Base;
- Surface Treatment;
- Paving;
- Seal;
- Aggregate Estimating Data; and
- Aggregate Sources (Contractor Furnished Sources will be used).



2.4. Report Preparation

A draft Report with geotechnical engineering recommendations will be prepared in accordance with the requirements outlined in the current *ITD Materials Manual* (February 2019). Preparation of the report will include the following items:

For the Phase II portion of the report:

- Project location plan;
- Site plan showing exploration locations;
- Exploration logs;
- Typical section(s);
- Summary of field and laboratory testing results;
- Soil profile drawings; and
- Station-to-station soil report summary.

For the Phase III portion of the report:

- Pavement type and section(s) selected;
- Typical section(s); and
- Materials and estimating data necessary to compute preliminary plan quantities and cost estimates.

Preparation of the report will include the following activities:

- Report write-up;
- Internal quality control/quality assurance review;
- Issue draft report for City of Rathdrum and DEA review;
- Address City of Rathdrum and DEA review comments; and
- Issue final report.

GeoEngineers will coordinate with City of Rathdrum and DEA to discuss the review comments on the draft Combined Phase II/III Report. GeoEngineers will address review comments and the final Combined Phase II/III Report will be issued.

2.5. Deliverables

- Draft Combined Phase II/III Report (one pdf);
- Completed Comment Response form (MS Word electronic file); and
- Final Combined Phase II/III Report (one permanent digital file [pdf]).



3.0 ABBREVIATED PHASE IV FOUNDATION INVESTIGATION REPORT

One Abbreviated Phase IV Foundation Investigation Report will be prepared for this project. The report will address the sections in the current *ITD Materials Manual* (February 2019) for a Phase IV Foundation Investigation Report that are pertinent to signal pole design.

3.1. Engineering Analysis

After field and laboratory investigations are completed, information will be summarized, and an engineering analysis will be conducted for the Phase IV report which will include the following recommendations related to signal pole design:

- Shallow and deep foundation design options; and
- Lateral earth pressures.

3.2. Preparation of Phase IV Report

One Abbreviated Phase IV Foundation Investigation Report will be prepared in accordance with the requirements outlined in the current *ITD Materials Manual* (February 2019) to address signal pole design. Preparation of the report will include the following items:

- Introduction;
- Field Exploration and laboratory testing;
- Surface conditions;
- Subsurface conditions;
- Conclusions and recommendations;
- Appendices;
- Foundation investigation plat; and
- References.

Preparation of the report will include the following activities:

- Report write-up;
- Internal quality control/quality assurance review;
- Issue draft report for City of Rathdrum and DEA review;
- Address City of Rathdrum and DEA review comments; and
- Issue final report for City of Rathdrum and DEA approval.

GeoEngineers will coordinate with the City of Rathdrum and DEA to discuss the review comments on the draft Abbreviated Phase IV Foundation Investigation Report. GeoEngineers will address review comments and the final Phase IV Foundation Investigation Report will be issued.



3.3. Deliverables

- Draft Phase IV Report (one pdf);
- Completed Comment Response form (MS Word electronic file); and
- Final Phase IV Report (one pdf).

4.0 PHASE V SPECIAL PROVISIONS REPORT

One Phase V Special Provisions Report will be prepared for this project. The report will address each of the sections in the current *ITD Materials Manual* (February 2019) for a Phase V Special Provisions Report. GeoEngineers will coordinate with DEA to develop:

- Aggregate source identification.
- Materials acceptance criteria for materials not addressed in the standard requirements in the current *Quality Assurance Manual*.
- Special provision specifications for materials and/or construction activities not covered in the Standard Specifications.
- Notes to Contractor for materials and/or construction activities.
- Notes to the Designer to clarify specifications and provide intent and additional information not included in contract documents.
- Notes to the Engineer that give information on administering work described in the special provisions or modifications.

4.1. Preparation of Phase V Report

One Phase V Special Provisions Report will be prepared in accordance with the requirements outlined in the current *ITD Materials Manual* (February 2019) to address materials. Preparation of the report will include the following items and activities:

- Report write-up;
- Internal quality control/quality assurance review;
- Issue draft report for City of Rathdrum and DEA review;
- Address City of Rathdrum and DEA review comments; and
- Issue final report for City of Rathdrum, and DEA and approval.

GeoEngineers will coordinate with the City of Rathdrum and DEA to discuss the review comments on the draft Phase V Special Provisions Report. GeoEngineers will address review comments and the final Phase V Special Provisions Report will be issued for approval.

4.2. Deliverables

- Draft Phase V Report (one pdf);
- Completed Comment Response form (MS Word electronic file); and



- Final Phase V Report (one pdf).

ASSUMPTIONS

- DEA will provide current and projected traffic and truck counts (summarized as flexible pavement ESAL values) for Meyer Road and Highway 53 for use by GeoEngineers in completing pavement thickness designs.
- Pavement thickness design will be completed using empirical procedures as outlined in Sections 500 in the *ITD Materials Manual*.
- The profiles for Meyer Road and Highway 53 within the project limits will be provided to GeoEngineers electronically by DEA for use in engineering analysis and for use in the Soils Profile drawing.
- GeoEngineers will contact the local one-call utility location service to mark underground utilities at the exploration locations.
- DEA will obtain any permits necessary for the field exploration program from the City or ITD.
- All boring locations will be accessible with a truck-mounted drill rig.
- GeoEngineers' fee estimate is based on 3 days for borings.
- A qualified traffic control firm under subcontract to GeoEngineers will provide traffic control for borings drilled within existing ROW. GeoEngineers will submit a traffic control plan (created by the traffic control subcontractor) to the City of Rathdrum for review and approval at least 2 weeks before planned mobilization for drilling.
- ROW permit fee will be waived by the City.
- Off-site disposal of the drilling cuttings will not be required.
- Borings performed through existing pavement will be patched, as previously described.
- The initial locations of the explorations will be recorded using a hand-held GPS device.



LINE No.	TASK No.	TASK DESCRIPTION	TOTAL	Principal In Charge	Project Task Lead	Senior Engineer	Senior Geologist	Senior QA Reviewer	Project Engineer	Staff Engineer	Staff Geologist	Staff Professional	Technician	Supervisory Technician	Senior Technician	CADD Operator	Word Processing	Admin / Clerical
38		Laboratoy Test Results and Figures																
39		Surface Conditions	3			1				2								
40		Subsurface Conditions	3			1				2								
41		Conslusions and Recommendations	5			1				4								
42		Foundation Investigation Plat	12							4						8		
43		Issue Draft Report	10	2		2				1							4	1
44		Address Review Comments	6			1				1						2	1	1
45		Issue Final Report for Approval	5	1		1				1							1	1
46	3.0	Phase V Special Provisions Report	25	2		3				14							4	2
47	3.1	Report Preparation	25	2		3				14							4	2
48		Coordinate with DEA and City of Rathdrum	1							1								
49		Aggregate Source Identification																
50		Materials Acceptance Criteria	1							1								
51		Special Provisions	2							2								
52		Notes to Contractor	1							1								
53		Notes to Designer	1							1								
54		Notes to Engineer	1							1								
55		Report Write-up	6							4							2	
56		QA/QC Review of Report	2	1		1												
57		Submit Draft Report	4							1							2	1
58		Address Review Comments	2			1				1								
59		Issue Final Report for Approval	4	1		1				1								1
60			Check Sum	25														
61			Check Sum (total)	#REF!														
62			TOTAL															
63			218	9		25				72	18		18		18	24	21	13

ASSUMPTIONS

1) Drilling will take 1 day. Borings will be drilled using GeoEngineers drill rig with three-man crew (field engineer/geologist, lead technician/driller and technician/driller's helper).

PUBLIC WORKS DEPARTMENT

8047 W. Main Street
Rathdrum, ID 83858
P 208.687.2700
F 208.687.1377

Memo

To: Rathdrum City Council
From: Kevin Jump
CC:
Date: February 6, 2020
Re: Lease Agreement for Large-Size Printer-Copier-Scanner

At the January '20 City Council meeting, the Rathdrum City Council approved a lease agreement a Large-Size Printer-Copier-Scanner from Royal Business Systems. Unfortunately, a logistical issue presented itself – the equipment's size does not allow us to get it through the interior office doorway.

We've a new solution to address this issue:

- Large-Size Printer-Copier-Scanner
 - Prints & copies in black-and-white
 - Scans in color
- HP Design Jet Color Printer

With this arrangement, we will now have 2 pieces of equipment in lieu of our initial plan of having only 1 piece. But, on the plus-side, there would be a \$200/month cost savings for the lease agreement.

Royal Business Systems, Inc.

“Locally owned since 1990”



Royal Business Systems, Inc.

“Locally owned since 1990”

Demo KIP 7170 Wide Format B&W Multifunction System

- 6 D size per minute
- Color Scanning
- Single Footprint Configuration
- Color Touch Controls
- Integrated Top Stacking
- Two Integrated Media Rolls
- 600 x 2400 dpi Printing
- High Definition Print Technology
- Print From & Scan to the Cloud
- Rear Delivery for High Production
- CIS Scanning Technology - with Real - Time Thresholding Technology

NEW HP Design Jet Color Printer

- Color Printing
- Thermal Inkjet Technology
- Color Touch Controls
- Single Media Roll
- 2400 x 1200 dpi Printing
- High Definition Print Technology
- Rear Delivery for High Production

Royal Business Systems, Inc.

“Locally owned since 1990”

63 Month Lease @ \$347.91/mo.

KIP 7170 VIP Maintenance:

Includes; All parts, labor, toner, drums, supplies and service calls (except paper/staples)

Images Billed:
Black/white @ .04

HP DesignJet (No Service Contract Available)
First 4 Hour Service Block & Full Set of Cartridges Included
All Parts and Ink Purchase upon need

AGREEMENT



GREATAMERICA FINANCIAL SERVICES CORPORATION
625 FIRST STREET SE, CEDAR RAPIDS IA 52401
PO BOX 609, CEDAR RAPIDS IA 52406-0609

CUSTOMER ("YOU" OR "YOUR") AGREEMENT NO.:

FULL LEGAL NAME: City of Rathdrum

ADDRESS: 8047 W. Main Street Rathdrum ID 83858

VENDOR (VENDOR IS NOT OUR AGENT AND IS NOT AUTHORIZED BY US TO ACT ON OUR BEHALF OR TO WAIVE OR ALTER ANY PROVISION OF THIS AGREEMENT)

Royal Business Systems Spokane, WA

EQUIPMENT AND PAYMENT TERMS

TYPE, MAKE, MODEL NUMBER, SERIAL NUMBER, AND INCLUDED ACCESSORIES SEE ATTACHED SCHEDULE

KIP 7170 Wide Format System

HP DesignJet

EQUIPMENT LOCATION: As Stated Above (*PLUS TAX)

TERM IN MONTHS: 63 MONTHLY PAYMENT AMOUNT: \$347.91 PURCHASE OPTION*: Fair Market Value

SECURITY DEPOSIT:

CONTRACT

THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED. PLEASE READ CAREFULLY BEFORE SIGNING. THIS AGREEMENT AND ANY CLAIM RELATED TO THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF IOWA. ANY DISPUTE WILL BE ADJUDICATED IN A FEDERAL OR STATE COURT IN LINN COUNTY, IOWA. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN SUCH COURTS AND WAIVE TRANSFER OF VENUE. EACH PARTY WAIVES ANY RIGHT TO A JURY TRIAL.

CUSTOMER'S AUTHORIZED SIGNATURE

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING WHEN WE EXECUTE THIS AGREEMENT AND PAY FOR THE EQUIPMENT.

(As Stated Above) X SIGNATURE PRINT NAME & TITLE DATE

GOVERNMENTAL CERTIFICATE

I, THE UNDERSIGNED, HEREBY CERTIFY THAT, AS OF THE DATE OF THE AGREEMENT, (A) THE INDIVIDUAL WHO EXECUTED THE AGREEMENT HAD FULL POWER AND AUTHORITY TO EXECUTE THE AGREEMENT AND (B) THE REPRESENTATIONS SET FORTH IN THE AGREEMENT IN THE PARAGRAPH TITLED "APPLICABLE TO GOVERNMENTAL ENTITIES ONLY" ARE TRUE AND ACCURATE IN ALL MATERIAL RESPECTS.

SIGNATURE: X NAME & TITLE: DATE:

OWNER ("WE", "US", "OUR")

GreatAmerica Financial Services Corporation

OWNER SIGNATURE PRINT NAME & TITLE DATE

CERTIFICATE OF DELIVERY AND ACCEPTANCE

The Customer hereby certifies that all the Equipment: 1) has been received, installed, and inspected, and 2) is fully operational and unconditionally accepted.

SIGNATURE: X NAME AND TITLE: DATE:

ADDITIONAL TERMS AND CONDITIONS

AGREEMENT. You want us to now pay your Vendor for the equipment and/or software referenced herein ("Equipment") and the amounts your Vendor included on the invoice to us for the Equipment for related installation, training, and/or implementation costs, and you unconditionally agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement will begin on the date the Equipment is delivered to you or any later date we designate. We may charge you a one-time origination fee of \$89.50. If any amount payable to us is past due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars (\$26.00); or 2) the highest lawful charge, if less. Any security deposit will be returned upon full performance.

NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU UNDERSTAND WE ARE PAYING FOR THE EQUIPMENT BASED ON YOUR UNCONDITIONAL ACCEPTANCE OF IT AND YOUR PROMISE TO PAY US UNDER THE TERMS OF THIS AGREEMENT, WITHOUT SET-OFFS FOR ANY REASON, EVEN IF THE EQUIPMENT DOES NOT WORK OR IS DAMAGED, EVEN IF IT IS NOT YOUR FAULT.

EQUIPMENT USE. You will keep the Equipment in good working order, use it for business purposes only, not modify or move it from its initial location without our consent, and bear the risk of its non-compliance with applicable laws. You agree that you will not take the Equipment out of service and have a third party pay (or provide funds to pay) the amounts due hereunder. You must resolve any dispute you may have concerning the Equipment with the manufacturer or Vendor. You will comply with all laws, ordinances, regulations, requirements and rules relating to the use and operation of the Equipment. Your obligation (under this section) to keep the Equipment in good working order shall be deemed satisfied while you have a valid written full service maintenance agreement in effect with respect to the Equipment with Vendor.

VENDOR SERVICES. Payments under this Agreement may include amounts you owe your Vendor under a separate arrangement (for maintenance, service, supplies, etc.), which amounts may be invoiced by us on your Vendor's behalf for your convenience. You will look solely to your Vendor for performance under any such arrangement or to address any disputes arising thereunder.

SOFTWARE/DATA. Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

NO WARRANTY. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU HAVE ACCEPTED THE EQUIPMENT "AS-IS". YOU CHOSE THE EQUIPMENT, THE VENDOR AND ANY/ALL SERVICE PROVIDER(S) BASED ON YOUR JUDGMENT. YOU MAY CONTACT YOUR VENDOR FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER OR VENDOR IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.

ASSIGNMENT. You may not sell, assign or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement or our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, the assignee will have our rights but will not be subject to any claim, defense, or set-off assertable against us or anyone else.

LOSS OR DAMAGE. You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. We are not responsible for, and you will indemnify us against, any claims, losses or damages, including attorney fees, in any way relating to the Equipment or data stored on it. In no event will we be liable for any consequential or indirect damages.

INSURANCE. You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 3% per annum.

TAXES. We own the Equipment. You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and this Agreement. Sales or use tax due upfront will be payable over the term with a finance charge.

END OF TERM. At the end of the term of this Agreement (or any renewal term) (the "End Date"), this Agreement will renew month to month unless a) you provide us written notice, at least 30 days prior to the End Date, of your intent to return the Equipment, and b) you timely return the Equipment to the location designated by us, at your expense. If a Purchase Option is indicated above and you are not in default on the End Date, you may purchase the Equipment from us "AS IS" for the Purchase Option price. If the returned Equipment is not immediately available for use by another without need of repair, you will reimburse us for all repair costs. You cannot pay off this Agreement or return the Equipment prior to the End Date without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the amount we paid for the Equipment.

DEFAULT/REMEDIES. If a payment becomes 10+ days past due, or if you otherwise breach this Agreement, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to this Agreement. You agree to pay us 1.5% interest per month on all past due amounts.

UCC. You agree that this Agreement is (and/or shall be treated as) a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

MISCELLANEOUS. This Agreement is the entire agreement between you and us relating to the Equipment and supersedes any prior representations or agreements, including any purchase orders. Amounts payable under this Agreement may include a profit to us. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature. If a court finds any provision of this Agreement unenforceable, the remaining terms of this Agreement shall remain in effect. You authorize us to either insert or correct the Agreement number, serial numbers, model numbers, beginning date, and signature date, and acknowledge that if your Vendor filled in any blanks above, they did so on your behalf. All other modifications to the Agreement must be in writing signed by each party.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation.

Royal Business Systems, Inc.

"Locally Owned Since 1990"

Maintenance Agreement

Customer PO# [Click or tap here to enter text.](#)

Customer Bill To:

<u>City of Rathdrum</u>		
Customer Name		
<u>8047 W. Main St.</u>		
Street Address		
City	State	Zip
<u>Rathdrum</u>	<u>ID</u>	<u>83858</u>
Phone:	Fax:	
<u>208-687-2700</u>		
Customer Contact		

Customer Ship To:

Customer Name		
Street Address		
City	State	Zip
Phone:	Fax:	
Customer Contact		

Maintenance Agreement Coverage:

Agreement Start Date: [Click or tap here to enter text.](#)

For an annual, quarterly or monthly base charge plus overage charge, if any, ROYAL BUSINESS SYSTEMS, INC, factory trained personnel will render service on the below listed equipment during regular business hours in accordance with the terms and conditions set forth on the front and reverse side of this agreement.

MODEL	SERIAL #	SERVICE ID	START Meter	IMAGE ALLOWANCE	BASE CHARGE	OVERAGE (PER IMAGE)
KIP 7170						
Black Meter Allowance						.04 sq. ft.
Color 1 Meter Allowance						
Color 2 Meter Allowance						
Color 3 Meter Allowance						

Base Charge and Overage Billing Cycle:

Agreement Term: Consumable Coverage:

Base Billing: Select One Option <input checked="" type="checkbox"/> Monthly Base Billing <input type="checkbox"/> Quarterly Base Billing <input type="checkbox"/> Annual Base Billing <input type="checkbox"/> Cost per Copy	Overage Billing in Arrears Select One Option <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other	Term: Select One Option <input checked="" type="checkbox"/> 63 Months <input type="checkbox"/> 48 Months <input type="checkbox"/> 39 Months <input type="checkbox"/> 36 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> Other	Select All that Apply: <input checked="" type="checkbox"/> Black Toner Inclusive <input type="checkbox"/> Black Excluded <input type="checkbox"/> Color Toner Inclusive <input type="checkbox"/> Color Excluded <input checked="" type="checkbox"/> Drum Inclusive <input type="checkbox"/> Drum Excluded <input checked="" type="checkbox"/> Excludes Staples <input type="checkbox"/> Includes Staples <input checked="" type="checkbox"/> Excludes Paper
--	---	--	---

This Maintenance Agreement is non-refundable, non-transferable.



 Royal Business Systems
1/23/2020

 Date

X

 Signature Date

 Printed Name

Royal Business Systems Inc.

"Locally owned since 1990"



1515 E Houston Ave.
Spokane, Wa 99217
Ph (509) 928-6555
Fx (509) 928-6333

Sales Rep. Thomas Klippert	Date	Terms	Install Date	PO #
-------------------------------	------	-------	--------------	------

Sold To

Ship To:

City of Rathdrum
8047 W. Main Street
Rathdrum ID 83858
208-687-2700

Qty	P/N S/N	Description	Price	Amount
		KIP 7170		
		Digital Multifunction System		
		HP DesignJet Color Printer		
		63 Months @ \$347.91/mo.		

Terms:			Subtotal
			Initial Set-up
			Sales Tax
			Delivery
			Trade-in
			Total Due
			Amount Paid

Service Agreement.
Maintenance includes toner, service, and parts.

Additional Notes:
Includes all installation, set up, and Training

Customer Signature _____ Title _____ Date _____

SH 41 IMPROVEMENTS



■ GENERAL INFORMATION

- IMPROVING SH41 TO A 4-LANE ROADWAY
SELTICE WAY TO BOEKEL ROAD
- MAJOR INTERSECTION IMPROVEMENTS
FULLY-ACTUATED TRAFFIC SIGNALS
ADDED TURN LANES/BAYS
PEDESTRIAN FACILITIES (CROSSWALKS)
- PEDESTRIAN PATHWAY EXTENSION
ON EAST-SIDE OF SH41 (ENTIRE ALIGNMENT)
- PROJECT MANAGEMENT / ADMINISTRATION
BY ITD
PROJECT PHASING:
 - ① MULLAN AVENUE TO PRAIRIE AVENUE
 - ② PRAIRIE AVENUE TO LANCASTER AVENUE
 - ③ LANCASTER AVENUE TO BOEKEL ROAD



■ PROJECT SCHEDULE

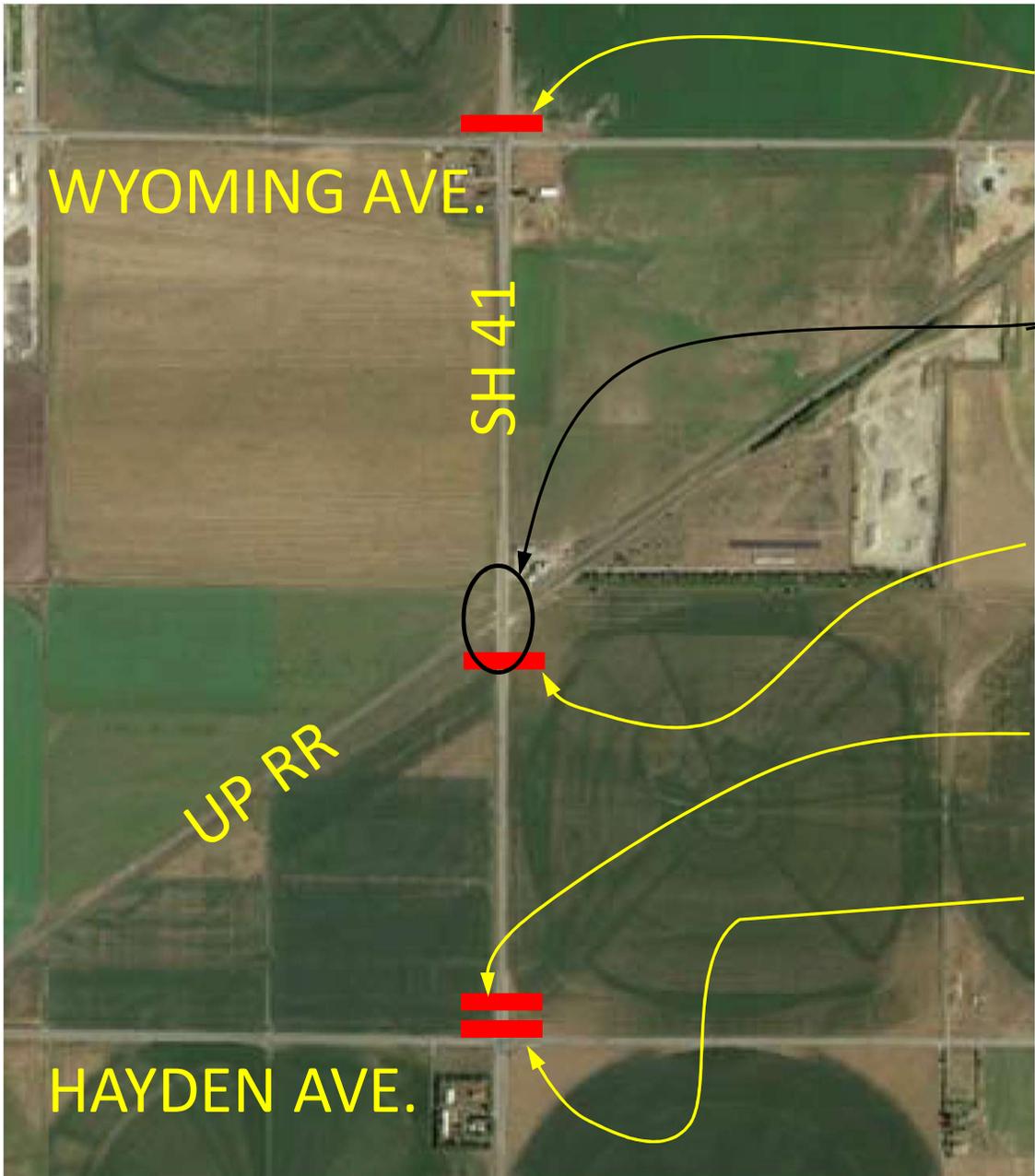
- PROJECT PHASES
SELTICE WAY TO BOEKEL ROAD
- MAJOR INTERSECTION IMPROVEMENTS
FULLY-ACTUATED TRAFFIC SIGNALS
ADDED TURN LANES/BAYS
PEDESTRIAN FACILITIES (CROSSWALKS)
- PROJECT MANAGEMENT / ADMINISTRATION
BY ITD



■ FUNDING REQUEST FROM ITD

- ITD SEEKING FUNDING PARTICIPATION:
 - STEEL CASING FOR FUTURE/PLANNED CITY WATER & SANITARY SEWER LINES
 - WATER MAIN EXTENSIONS
 - LANCASTER ROAD
 - NAGEL ROAD
 - CALIFORNIA STREET
 - MAJOR INTERSECTIONS
 - LANCASTER ROAD
 - NAGEL ROAD
 - UNION PACIFIC RAILWAY – GRADE SEPARATION
 - WIDENED BRIDGE SUPERSTRUCTURE – FOR PEDESTRIAN PATHWAY
 - LENGTHENING SUPERSTRUCTURE – FOR FUTURE PEDESTRIAN PATHWAY





36" STEEL CASING
\$ 108,375 + Mobilization

SUPERSTRUCTURE
\$ 375,000

28" STEEL CASING
\$ 103,680 + Mobilization

36" STEEL CASING
\$ 105,400 + Mobilization

24" STEEL CASING
\$ 46,080 + Mobilization





LANCASTER RD.

SH 41

WELL

OK CORRAL

WYOMING AVE.

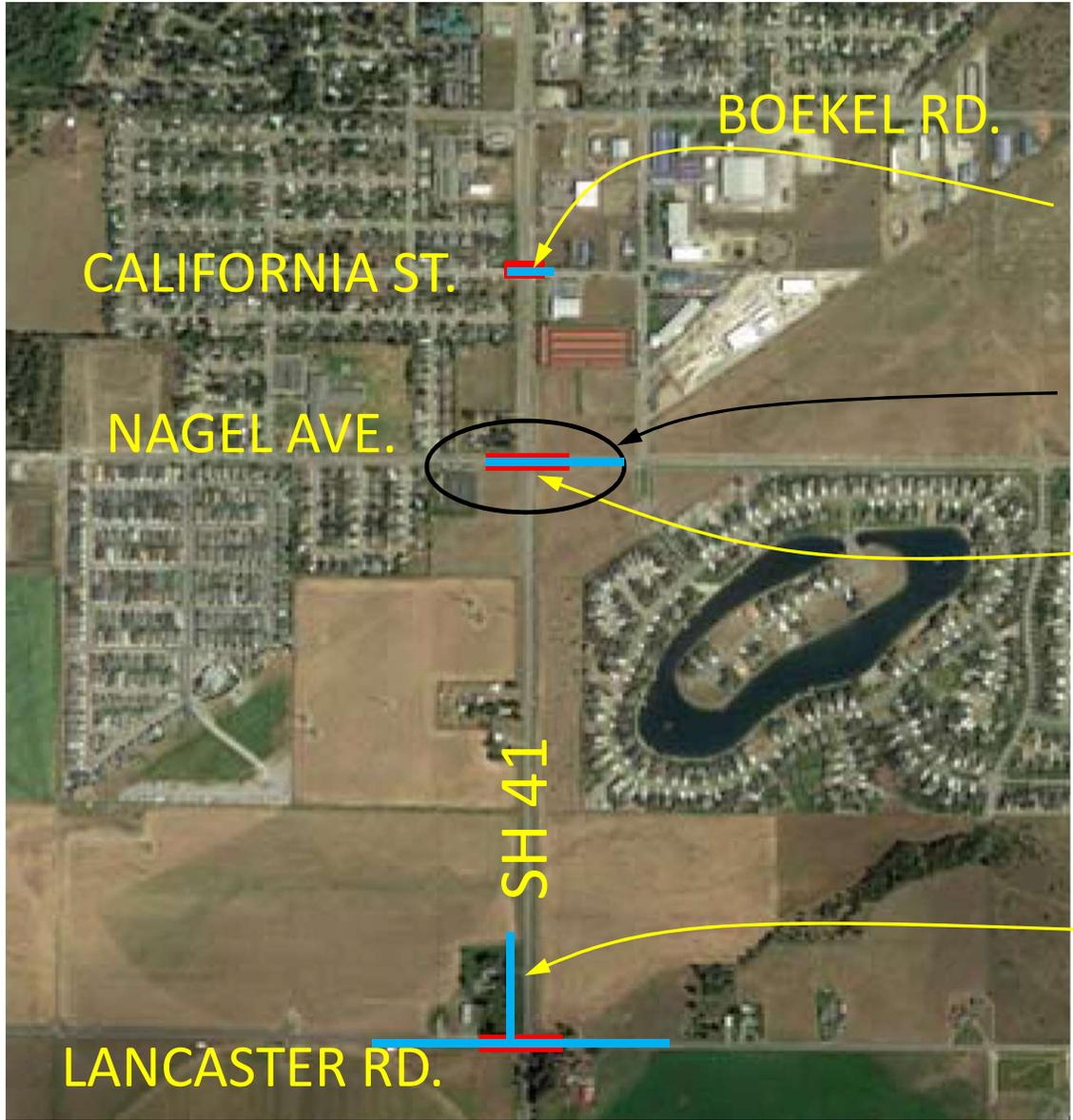
28" STEEL CASING
\$ 72,960 + Mobilization

1500 LF of 12" Water Main
(+ Fittings, Valves, Hydrants)
\$ 100,000 + Mobilization

LANCASTER INTERSECTION
\$ 215,000

28" STEEL CASING
\$ 57,280 + Mobilization





28" STEEL CASING
\$ 42,560 + Mobilization

300 LF of 10" Water Main
(+ Fittings, Valves, Etc.)
\$ 30,000 + Mobilization

NAGEL INTERSECTION
\$ 257,400

28" STEEL CASING
\$ 39,680 + Mobilization

425 LF of 12" Water Main
(+ Fittings, Valves, Etc.)
\$ 40,000 + Mobilization

800 LF of 18" Water Main
(+ Fittings, Valves, Etc.)
\$ 70,000 + Mobilization



■ NEXT STEPS

- SUMMARY OF ITD'S FINANCIAL REQUESTS – **Currently Being Negotiated**

LANCASTER RD. / SH41 INTERSECTION:	\$ 350,000
NAGEL AVE. / SH41 INTERSECTION:	\$ 257,400
UTILITY WORK (includes irrigation conduit):	\$ 900,000
UP RR / SH41 GRADE SEPARATION:	\$ 375,000

- DISCUSSION

CITY STAFF TO PROVIDE FEEDBACK TO ITD

CITY STAFF TO PRESENT:

MEMORANDUM OF UNDERSTANDING and
ITD COOPERATIVE CONSTRUCTION AGREEMENT

→ For RATHDRUM CITY COUNCIL CONSIDERATION ON 2.26.2020

