



15. **DEPARTMENT/COMMITTEE MEMBER REPORT:**

- A. ***Sheriff Office – Sheriff Hollinshead:***
- B. ***Fire Chief – Derik Janousek:***
- C. ***Public Works – Michael Mitchell:***
- D. ***City Engineer – Keller Associates, Inc – Donn Carnahan, PE:***
- E. ***Clerk/Treasurer – Debra Rowan:***
- F. ***Economic Development – Christy Acord:***
- G. ***Airport Manager – Justin Wootan:***
- H. ***Librarian – Jennifer Trail:***
- I. ***Planning & Zoning:***
- J. ***Historical Museum:***
- K. ***Glenns Ferry Chamber of Commerce:***

16. **MAYOR AND CITY COUNCIL COMMENTS:**

17. **ADJOURN:**

***Any persons(s) needing an interpreter or special accommodations to participate in the above noticed meeting can contact Glenns Ferry City Hall 208-366-7418 at least two working days before the meeting.***

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
6	CORPORATE TECHNOLOGIES LLC	572504	5-MANAGED DESKTOP/1-MANAGED NE	03/22/2018	294.00	294.00	04/04/2018
Total 6					294.00	294.00	
15	DOG WASTE DEPOT	202715	BOX 800 ONE PUL DOG WASTE BAGS	03/22/2018	29.99	29.99	03/29/2018
Total 15					29.99	29.99	
16	ROCKY MOUNTAIN CONSULTANTS	746	LAURA CUNNINGHAM GRANT EXPENS	03/19/2018	2,648.16	2,648.16	03/29/2018
Total 16					2,648.16	2,648.16	
17	LYNDA SMITH	10448	REIMBURSEMENT FOR US ART SUPPLY	03/09/2018	139.96	139.96	03/29/2018
Total 17					139.96	139.96	
18	SUEZ	99210608	HELP-FIELD SERVICE SUPPORT	03/21/2018	4,200.00	4,200.00	04/04/2018
Total 18					4,200.00	4,200.00	
152	IDAHO CHILD SUPPORT	# 21		03/27/2018	184.00	184.00	03/29/2018
Total 152					184.00	184.00	
933	CINGULAR- AT&T MOBILITY	376347 03/18	ANIMAL CONTROL	03/10/2018	20.00	20.00	03/29/2018
			USER		76.86	76.86	03/29/2018
			PUBLIC WORKS		20.00	20.00	03/29/2018
			VANCE		20.00	20.00	03/29/2018
			WATER 598-2421		76.87	76.87	03/29/2018
Total 933					233.73	233.73	
1151	BUREAU OF OCCUPATIONAL LICENSE	STRIBUTION	INITIAL EXAM/APPLICATION FEE \$25 O	03/28/2018	92.00	92.00	03/29/2018
		TR TMNT OIT	INITIAL EXAM/APPLICATION FEE \$25 O	03/28/2018	92.00	92.00	03/29/2018
Total 1151					184.00	184.00	
1351	GLENN'S FERRY AUTO & AG	490526	OIL FILTR, AIR FIL, FUEL FIL, LAMP, WII	03/14/2018	37.70	37.70	04/04/2018
		490548	FUSE HOLDER, PRIMARY WIRE	03/14/2018	14.22	14.22	04/04/2018
		490559	LAMP/DUMP TRUCK F700	03/14/2018	19.98	19.98	04/04/2018
		490788	PACK OF 5 FLINTS	03/20/2018	7.38	7.38	04/04/2018
		491015	OIL FIL, TUBING	03/27/2018	5.06	5.06	04/04/2018
Total 1351					84.34	84.34	
1900	IDAHO POWER	3314942 4/18	190 S COMMERCIAL - FIRE DEPT	03/29/2018	16.37	16.37	04/04/2018
		3444608 4/18	1ST & LOGAN	03/29/2018	5.24	5.24	04/04/2018
		3506968 4/18	186 S COMMERCIAL	03/29/2018	5.24	5.24	04/04/2018
		3727713 4/18	110HP WTR TREAT PLANT	03/27/2018	656.18	656.18	04/04/2018
		3788194 4/18	TRAFFIC SIGNAL	03/26/2018	17.59	17.59	04/04/2018
		3832562 4/18	298 S LINCOLN/ LIBRARY	03/29/2018	227.12	227.12	04/04/2018
		1055106 4/18	1ST & CUSTER	03/29/2018	5.24	5.24	04/04/2018
		1128275 4/18	161 W CLEVELAND AVE	03/29/2018	5.24	5.24	04/04/2018
		2460438 4/18	178 S BOISE ST	03/27/2018	38.15	38.15	04/04/2018
		2873655 4/18	120 E HARRISON AVE	03/29/2018	11.40	11.40	04/04/2018
		3137647 4/18	S COML	03/29/2018	5.24	5.24	04/04/2018
		3705161 4/18	201 N COMMERCIAL	03/29/2018	249.36	249.36	04/04/2018
		3716861 4/18	1981 W MADISION/ BEACON	03/27/2018	6.00	6.00	04/04/2018

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		4107300 4/18	STREET LIGHT S0921	03/26/2018	1,779.58	1,779.58	04/04/2018
		4384149 4/18	110 E 2ND AVE	03/29/2018	187.60	187.60	04/04/2018
		4839886 4/18	SEWER LAGOONS	03/27/2018	476.79	476.79	04/04/2018
		199487 03/18	300HP WTR PLT	03/20/2018	2,801.87	2,801.87	03/29/2018
		6540011 4/18	660 W IDAHO AVE	03/29/2018	280.19	280.19	04/04/2018
Total 1900					6,774.40	6,774.40	
3005	NCPERS GRP LIFE INS - IDAHO		INSURANCE	03/23/2018	16.00	16.00	04/04/2018
Total 3005					16.00	16.00	
3350	PETTY CASH	03-2018	DEEDS	04/02/2018	3.42	3.42	04/04/2018
			POSTAGE		50.92	50.92	04/04/2018
			POSTAGE-2018 IRRIGATION BILLING		50.00	50.00	04/04/2018
			POSTAGE/PACKAGE TAPE		52.00	52.00	04/04/2018
			POSTAGE/PACKAGE TAPE		51.99	51.99	04/04/2018
Total 3350					208.33	208.33	
3639	SNAKE RIVER RUBBISH LLC	21172	GARBAGE SERVICE	04/01/2018	100.00	100.00	04/04/2018
Total 3639					100.00	100.00	
3682	STATE TAX COMMISSION	03/18	STATE WITHHOLDING	04/04/2018	860.00	860.00	04/04/2018
Total 3682					860.00	860.00	
4025	U S POST OFFICE	910	POSTAGE PRESORT	03/20/2018	112.50	112.50	03/29/2018
			POSTAGE PRESORT		112.50	112.50	03/29/2018
Total 4025					225.00	225.00	
5000	CENTURYLINK	3431834 4/18	FAXLINE	03/23/2018	8.03	8.03	04/04/2018
		3431835 4/18	CITY HALL PHONE	03/23/2018	7.65	7.65	04/04/2018
		3431836 4/18	CITY HALL PHONE	03/23/2018	12.05	12.05	04/04/2018
		3431837 4/18	CITY HALL PHONE	03/23/2018	14.75	14.75	04/04/2018
		3431838 4/18	SHOP TELEPHONE	03/23/2018	7.65	7.65	04/04/2018
		3662045 4/18	LIBRARY	03/25/2018	76.91	76.91	04/04/2018
		3662238 4/18	FAXLINE	03/25/2018	53.17	53.17	04/04/2018
		3662320 4/18	MUSEUM PHONE	03/23/2018	27.90	27.90	04/04/2018
		363012 04/18	TRMNT PLNT	03/25/2018	142.07	142.07	04/04/2018
		367418 04/18	CITY HALL PHONE	03/25/2018	154.51	154.51	04/04/2018
		367581 04/18	SHOP TELEPHONE	03/25/2018	54.94	54.94	04/04/2018
Total 5000					559.83	559.83	
7085	SMITH'S HOMETOWN HARDWARE, LLC	75507	KEY BLNK-SINGLE CUT	02/27/2018	1.99	1.99	04/04/2018
		75574	HOOK, GLITTR	02/28/2018	44.66	44.66	04/04/2018
		75637	HOSE	03/01/2018	29.99	29.99	04/04/2018
		76590	TANK REPAIR KIT	03/15/2018	24.99	24.99	04/04/2018
		76759	MISC. SPRAY NOZZLE & MARC CLEANI	03/17/2018	13.98	13.98	04/04/2018
		76837	SOMS K WATER HTR 6G ELEC	03/19/2018	199.99	199.99	04/04/2018
		76851	CONN WATR HEATR 18" MISC PLUMBII	03/19/2018	28.23	28.23	04/04/2018
		76859	CONN FCT, VLV ANGLE	03/19/2018	11.38	11.38	04/04/2018
		76870	TANK REPAIR VALV ADJ	03/20/2018	8.99	8.99	04/04/2018
		76873	TANK REPAIR KIT, MISC PLUMBING-HE	03/20/2018	4.99	4.99	04/04/2018
		76874	GASKET TANK 2 BOWL	03/20/2018	7.49	7.49	04/04/2018
		77016	BATTERY ALK D 4C	03/21/2018	19.98	19.98	04/04/2018

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		77024	CPLNG PVC REPAIR, PVC TEE SLIP, P\	03/21/2018	26.68	26.68	04/04/2018
		77079	U1P-CAR SCENT FRESHNER,FBRZ AE	03/22/2018	9.87	9.87	04/04/2018
		77186	WATR CARRIER CLLSP 5G	03/24/2018	13.49	13.49	04/04/2018
	Total 7085				446.68	446.68	
7104	JENNIFER TRAIL	SHOPCO	REIMBURSEMENT FOR PROGRAM	03/23/2018	151.90	151.90	04/04/2018
	Total 7104				151.90	151.90	
8006	FRANK'S ELECTRIC	2018-04	CITY HALL PHONE LINES	03/21/2018	230.00	230.00	03/29/2018
	Total 8006				230.00	230.00	
8045	ACORD GROUP, LLC	04-2018	ECONOMIC DEVELOPMENT PRO	04/03/2018	2,257.00	2,257.00	04/04/2018
	Total 8045				2,257.00	2,257.00	
100000672	TRACY MORRISON	CLUBGUEST	BOOK CLUB GUEST/RURAL GETAWAY	04/03/2018	50.00	50.00	04/04/2018
	Total 100000672				50.00	50.00	
100000801	SAMUEL ARJONA	73010	WATER DEPOSIT RETURN	04/02/2018	75.00	75.00	04/04/2018
	Total 100000801				75.00	75.00	
100001032	JACK LONG	35332	WATER DEPOSIT REFUND	04/02/2018	75.00	75.00	04/04/2018
	Total 100001032				75.00	75.00	
100001033	STEVE KENT	334702	WATER DEPOSIT REFUND	04/02/2018	75.00	75.00	04/04/2018
	Total 100001033				75.00	75.00	

Total Paid: 20,102.12  
 Total Unpaid: -  
 Grand Total: 20,102.12

Approved by the City Council: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
 Mayor Monty White

Attested: \_\_\_\_\_  
 Clerk/Treasurer

Grand Totals: Hours / Rate / Net Summary

PC	Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	Regular	1,116.50	.00	Direct Deposit Net	14,424.41	D	Informational	.00
2-00	Overtime	5.00	.00	Regular Net	4,874.84	-	Tips Reported	.00
4-01	Vacation	8.00	.00				Fringe Benefit	.00
5-01	Sick	34.00	.00					
7-00	Weekend	.00	14.00					
9-01	Comp Time	125.00	.00					
		<u>1,288.50</u>	<u>14.00</u>		<u>19,299.25</u>			<u>.00</u>

Grand Totals: Payroll Code Totals

PC	Title	Amount	PC	Title	Amount	PC	Title	Amount
1-00	Regular	22,473.07	2-00	Overtime	112.50	4-01	Vacation	120.00
5-01	Sick	636.60	7-00	Weekend	175.00	9-01	Comp Time	3,027.80
40-01	State Retirement	1,522.81	40-02	Emergency Resp	75.96	40-05	401K PERSI CH	300.00
60-03	Colonial Pretax	26.60	60-04	Colonial Ins - Aft	284.21	60-06	NCPERS After T	16.00
70-03	Child Support	368.00	74-00	Social Security	1,644.15	75-00	Medicare	384.52
76-00	Federal Withhold	1,764.30	77-00	State Withholdin	859.17	85-00	Net Pay	4,874.84
86-00	DIRECT DEPOS	14,424.41						

Grand Totals: GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
01-10190	.00	19,299.25	10-22200	.00	2,028.67
10-22220	.00	1,764.30	10-22230	.00	859.17
10-22250	.00	1,898.77	10-22290	.00	326.81
10-22295	.00	368.00	10-44-110	7,551.44	.00
10-55-110	1,353.14	.00	10-61-110	825.00	.00
20-40-110	1,395.00	.00	23-40-110	4,139.42	.00
51-40-110	6,761.36	.00	52-40-110	4,519.61	.00
<b>Total:</b>	<b>26,544.97</b>	<b>26,544.97</b>			

Grand Totals: GL Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit
01	.00	19,299.25	10	9,729.58	7,245.72
20	1,395.00	.00	23	4,139.42	.00
51	6,761.36	.00	52	4,519.61	.00
<b>Total:</b>	<b>26,544.97</b>	<b>26,544.97</b>			

**Board Minutes**  
**March 5, 2018**

Members Present: Alice, Lena, Norma, Kristian, Jenn, Juanita, Monty

Call to Order 4:00

Kristian read minutes from February 5th, Lena made motion to approve, Norma second

Norma gave Treasurer's Report, No concerns were voiced, Lena made motion to approve, Alice second

Jenn gave Director's Report; 386 total book circulation, 30 movies, \$167.05 in revenues, 88 computer users, 405 in attendance

Jenn gave Librarian's Report: scanning continues, she expressed that she would like to set aside some of the Laura H Moore Cunningham Foundation money to hire some one to help during programs. Her and Alice have been painting the hallway in preparation for visitor from grant program. Jenn asked that some board members be around during the visit.

No Public Comments

No Board Comments

Old Business:

Jenn presented a simplified bid from Rocky Mountain Communications for a camera system. The new cost was \$2648.16. Jenn stated that this expense would come from Laura H Moore Cunningham foundation. Board felt this would greatly improve safety and security. Juanita asked if we had gotten a second bid. Jenn stated she looked into systems at Costco but did not have anyone to install or warranty. Norma made a motion to accept bid Juanita second.

Alice consulted Monty about possibly hiring a second person and what procedure we need to follow. He stated that we do not have to advertise position and suggested we adopt the City hiring policy for convenience. He also suggested that we consider having interested applicants agree to a background check. Board agreed to help cover Fridays if needed during Kristian's program if needed until we find someone. Sue who had expressed interest in working has not come in and has not communicated if she is still interested or not.

Alice gave update on outdoor sign, half down was paid which was \$527.50 using Laura H Moore Cunningham grant funds. The other half will be due upon completion.

Alice suggested hiring a community member to paint front railings of library once it warms up some. She feels non of the board members has time to complete the project. Board agreed to

think of possible people who would be interested.

Jenn presented her ideas for the remaining Laura H Moore Cunningham Funds, a final report is due March 15<sup>th</sup>. Ideas included hiring a second person to help with programs, setting some aside to sustain that person throughout next budget year, updating furniture and fixtures inside and out of the library. Norma made a motion to accept ideas and budget presented by Jenn, Alice second.

Board Members gave updates on policies they are drafting for the Library. Jennifer will type up rough drafts and present at next meeting for any further edits.

Jenn is working on computer use policy and expressed that the more she is learning about what filters and software are required by Idaho Code she is realizing that we are not compliant. She expressed some concern that our current technology and computer support is not sufficient to meet these codes. Jenn is meeting with the company that has signed on to monitor the City's network to find out what they can offer the Library.

Lena made motion to adjourn at 5:20 Norma second.

Next Meeting April 2

*Approved  
4/2/18*



**TASK ORDER 004  
AGREEMENT FOR  
Municipal Airport (U89) Improvements**

**Effective Date: March 27, 2018**

Consultant Project No.: 216044-004

This Task Order, entered between City of Glenns Ferry ("Owner"), and Keller Associates, Inc. ("Consultant"), is subject to the provisions of the Agreement for Professional Services ("Agreement"), dated April 28, 2016.

The Owner intends to rehabilitate the municipal airfield pavements, hereinafter referred to as the "Project"; now therefore, the Owner and Consultant agree to the following Project scope, schedule, and compensation.

**SCOPE:** Consultant's services under this Agreement are as identified in Attachment A.

**SCHEDULE:** The Agreement shall commence on the above written date. Consultant shall complete its services as identified in Attachment A.

**COMPENSATION:**

*Basic Services.* As compensation for services to be performed by Consultant, the Owner will pay Consultant a total amount of \$67,750 (Sixty-seven thousand seven hundred fifty dollars) as described in Attachment A.

In Witness Whereof, the parties hereto have executed this Task Order Agreement as of the day and year first above written.

**OWNER:** City of Glenns Ferry

**CONSULTANT:** Keller Associates, Inc.

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

Signature: Rod J. Linja

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

Name: Rod J. Linja, President

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

Date: 3/22/2018

**ATTACHMENT A**  
**for**  
**Municipal Airport (U89) Improvements**  
**Scope and Budget**

**Project Description**

The City of Glenns Ferry (Sponsor) desires to rehabilitate the municipal airfield pavements. In 2016 the area weighted Pavement Condition Index (PCI) was 27, or very poor. The project is to include asphalt rehabilitation of the airfield pavements including the runway, parallel taxiway, taxiway and apron. A water system improvement project is also planned and will be completed under a separate task order. Project funding is through the Idaho Airport Aid Program requiring a 50% local match. The total project budget is identified at \$681,287. The City match is \$340,644 with the goal for the City to provide in-kind work consisting of labor, equipment, and materials totaling \$261,955. The remaining match of \$78,689 will be cash. The airport is a non-NPIAS airport and the design will be to Idaho Transportation Department and City of Glenns Ferry Standards. The project will be completed by Keller Associates, Inc. (Engineer) with subconsultant services of GDA.

The City will provide information and perform work as follows:

1. Provide review, comment and coordination during project design and construction.
2. Provide design surveying datum.

The following work items are not included within the Basic Scope of Work. This work will either be performed by others, by the City, is not required for the project, or are considered Additional Services and can be provided on a time and materials basis.

1. Environmental evaluation or investigation, detection, evaluation or assessment of hazardous materials.
2. Right-of-Way plans, appraisals, acquisition, and easement support
3. Written NPDES Storm Water Pollution Prevention Plan (SWPPP)
4. Construction survey staking
5. Adherence to FAA design and procedural standards
6. Publication costs
7. Public meetings and outreach
8. Construction material testing and construction staking

The following engineering services shall hereby be provided as part of this Agreement for Engineering Services.

**PART 1: BASIC SERVICES**

The following work items are required to accomplish the Sponsor's needed engineering tasks:

**1.0 PRE DESIGN PHASE**

**1.1 Pre-Design Meeting**

The Engineer will hold Preliminary meetings with the Sponsor as necessary for project formulation. The Pre-Design meeting will be conducted to provide the representatives of the Sponsor with the opportunity to review and discuss the nature and extent of the project and to establish the project

design criteria, budget, and schedule. The Engineer will coordinate the date and time of the pre-design meeting with the representatives of the Sponsor. The Engineer will prepare and distribute minutes of the Pre-Design meeting to appropriate parties. One meeting is anticipated via teleconference.

**1.2 Scope of Work**

The Engineer will prepare the scope of work (this document) for Engineering/Professional Services Contract and for use by Sponsor. It is anticipated that clarifying revisions will be necessary following review by the Sponsor. The Engineer will prepare any revisions and distribute the final Scope of Work to appropriate parties.

**1.3 Preliminary Estimating**

N/A this project.

**1.4 Draft Engineering Contract**

The Engineer will draft the Engineering Contract for Sponsor's review and approval. This document is anticipated to be approximately 10 pages in length including appendices.

**1.5 Prepare Federal Grant Application**

N/A this project.

**1.6 Prepare State Grant Application**

N/A this project.

**1.7 Periodic Project Updates**

The Engineer will prepare bimonthly correspondence capturing the progress and identifying and coordinating upcoming work items. This correspondence will be issued via email to the Sponsor. Project Updates are anticipated from Phase 1.0 Pre Design Phase through 5.0 Special Considerations - Design Phase.

**1.8 Project Management Plan**

N/A this project.

**1.9 Coordinate with Subconsultant**

The Engineer will coordinate with a geotechnical subconsultant. The Engineer will prepare the requirements and limits of the subconsultant work, obtain and negotiate a fee proposal for inclusion in the Engineering contract, and provide general oversight of the work. This phase includes one site visit of 1 day while this work is being performed so the Engineer may check the scope of work is adhered to, provide onsite supervision, and provide guidance should any issues arise.

**1.10 Quarterly Performance Reports - Design**

N/A this project.

**2.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE) - DESIGN PHASE**

**2.1 Prepare 3-Year Goal and Update DBE Plan**

N/A this project.

**2.2 Prepare Project Goal**

N/A this project.

**2.3 Prepare Required Contract Clauses for Prime Contracts**

N/A this project.

**2.4 Review Bid Proposals for DBE Compliance**

N/A this project.

- 2.5 Verification of DBE Participation.**  
N/A this project.

### **3.0 PLANNING AND ENVIRONMENTAL PHASE**

**3.1 Airport Master Plan Review**

It is necessary and prudent to revisit the Airport Master Plan, Airport Layout Plan, facility requirements, and the specific site in order to tailor the development to the needs of the community, State Aviation System, and National Airport System. The principal objective of this review is to provide a comprehensive review and confirmation that the Airport Layout Plan drawings meet the current design requirements. An analysis to determine if a magnetic variation is necessary will also be determined as part of this review.

### **4.0 DESIGN PHASE**

- 4.1 Prepare Requests for Reimbursement – Design**  
N/A this project.

**4.2 Review and Evaluate Existing Data**

The Engineer will compile the existing data prepared for previous projects at the airport, that is germane to the project, and that might be useful in the design of the project. The existing data may include airport master plan, airport Exhibit "A" property plan and engineering drawings. If necessary the Engineer may check data gathered with the assistance of local utility companies and/or local airport officials. The Engineer will utilize the pertinent data and information as appropriate to prepare worksheets to facilitate the development of the project. The Engineer will review the existing data for accuracy and completeness and to determine the feasibility of utilizing the data to prepare plans and specifications for the design and construction of the project.

**4.3 Analyze Topographic Survey Data**

The Engineer will analyze the topographical survey data and prepare the data for use with computer generated plans for construction, consisting of the following tasks:

- Input raw survey data into the computer program in order to sort data into company standard layers for efficient analyzing.
- If available, check survey data from previous design and "record drawing" conditions with latest field survey.
- Sort all data points by layers and description for computer modeling.
- Check Surveyor horizontal and vertical control.
- Selectively survey existing ground contours in the safety area to check compliance with FAA standards, including the existing paved runway surface, check electrical equipment, drainage features in the OFA, locate existing guidance signs, including abandoned sign or light bases and other miscellaneous items.
- Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features.
- In the majority of cases, assessment of the surveys has required that topography be adjusted to match current survey data. This is primarily due to the surface tolerances to maintain during construction.

**4.4 Analyze Geotechnical Data**

The Engineer will analyze the data contained in the Geotechnical Report from the subconsultant, consisting of the following tasks:

- Review geotechnical recommendations, including existing pavement and subgrade conditions.
- Determine appropriate data for pavement design.

- Input data for computer modeling with topographical survey data.
- Prepare pavement data and soil information for incorporation on plan sheets.

**4.5 AutoCAD Files Setup and Design**

N/A this project.

**4.6 Packaging & Design Phase**

The Engineer will prepare plans depicting the proposed project. An integral part of the plan preparation process will be to review the overall design for general conformity with FAA criteria in relation to this project. This review is expected to provide a quality assurance review of the overall drawings, not check aspects of the bid package. It is anticipated that the Engineer will spend approximately 3 hours reviewing the documents and documenting necessary revisions in coordination with the State Aeronautics and the Sponsor.

Items that may be reviewed include: existing utility conflicts, access issues, area lighting requirements, construction sequencing, and other unresolved design issues.

The following estimated list of drawings will be used as a guideline based upon experience with previous, similar projects. New drawings identified in the following table will be created in their entirety, as necessary, to complete the project packaging phase.

Title	Description	# of Sheets
Cover Sheet/ Index to Drawings & General Notes	Project title, project/grant numbers, funding agencies, base layout of airport, and location of project. Lists all drawings general notes and legends where applicable.	1
Survey Control/ Project Layout Plan	Depicts overall survey control relevant to the project. Depicts overall airport layout and schematically identifies key project elements.	1
Soils boring & Geotechnical Information	Depicts boring locations and identifies all pavement and soils data relevant to the project.	1
Construction Safety Plan	Depicts barricading, haul roads, marking, operating procedures, contractor access, storage, staging areas. Includes notes on project safety and coordination to maintain airfield operational capabilities, ensure safe operations, and ensure safe construction traffic throughout construction.	1
Apron Geometry & Grading Plan	Depicts the full detailed geometry and grading data for the apron including contours.	1
Connector Geometry & Grading Plan	Depicts the full detailed geometry and grading data for each connector including contours.	3
Runway Geometry & Grading Plan	Depicts the full detailed geometry and grading data for the runway including contours.	2
Runway Plan and Profile	Depicts the existing and new profiles for the runway.	3
Typical Sections & Pavement Edge Details	Depicts pavement sections and pavement details (including rotomilled tie-in points of new pavement to existing pavement).	1
Pavement Marking Plan & Details	Depicts the striping layout for Runway 8/26, connectors, and apron. Includes any necessary pavement striping details.	3
Lighting Plan & Details	Depicts the layout for the runway lighting system and applicable details.	1
Runway Cross Sections	Depicts runway cross sections at 50 foot intervals. Includes match point elevations and offsets.	31
<b>Total Sheets:</b>		<b>49</b>

**4.7 Prepare Contract Documents**

See task 7.

- 4.8 Prepare Technical Specifications**  
Engineer will prepare project specifications using ISPWC format.
- 4.9 Prepare Special Provisions**  
Engineer will prepare Special Provisions as needed.
- 4.10 Prepare FAA Form 7460**  
The Engineer will prepare FAA Form 7460 – Notice of Proposed Construction or Alteration in order to have construction activities on the Airport and submit to the FAA.
- 4.11 Prepare Construction Safety Phasing Plan (CSPP)**  
N/A this project.
- 4.12 Calculate Estimated Quantities**  
The Engineer will calculate all necessary quantities for the various work items. Quantities will be consistent with the acceptable quantity calculation practices. Updated quantity estimates will be prepared and included with each of Design Review submittals. Sponsor to provide estimated asphalt binder content based on local experience.
- 4.13 Prepare Estimate of Probable Construction Cost**  
Engineer will prepare an Opinion of Probable Cost.
- 4.14 Assist with Engineer’s Design Report**  
Engineer will provide writing support for Design Report on elements contained within this Scope of Work.
- 4.15 Prepare Pavement Design Report**  
The Engineer will design a pavement section or pavement sections and submit the Design Report to the State for review and approval. Pavement strength will be calculated in accordance with the ITD State specifications. The following efforts will be completed under this task:
- Establish the frost protection method/review historic frost design.
  - Review aircraft fleet mix from planning documents and determine critical design aircraft
  - Review ground vehicle traffic usage (heavy trucks).
  - Select subbase and base course material; granular (<100K) or stabilized (>100K).
  - Review ultimate pavement strength.
  - Calculate pavement sections for the runway.
  - Develop cost estimates, alternatives, and compare alternatives.
  - Review proposed pavement analysis with Sponsor.  
Prepare pavement design report to describe the design procedure, historic design, and justification for the State Aeronautics and Sponsor.
- 4.16 Prepare Engineer’s Recommendation for Modification of Standards**  
N/A this project.
- 4.17 Prepare Engineer’s Recommendation for Clarification to Standards**  
N/A this project.
- 4.18 Determination and Submittal of Permits**  
N/A this project.
- 4.19 Submit FAA Standard Contract Documents to Sponsor’s Attorney to Verify Local Requirements**  
N/A this project.
- 4.20 Conduct Design Review Meetings**
- 4.20.1 Design Review Meeting at 30% Complete**

The Engineer will prepare and distribute preliminary plans to the Sponsor for Review. A meeting will be held via teleconference. During the meeting the project will be reviewed to assure the Sponsor's understanding of the design.

- 4.20.2 Design Review Meeting at 90% Complete**  
The Engineer will prepare and distribute approximately 90% complete plans, Quantities, and Engineer's Pavement Design Report to the State Aeronautics and the Sponsor for review. A meeting will be held onsite. The Engineer will also schedule an inspection of the project site with the Sponsor to review the project and identify areas requiring further design efforts.
- 4.21 Conduct Quality Control Review at 100% Complete**  
As an integral part of this process, an internal peer review will be conducted as part of the company quality control process. Conducted in the Engineer's office, another Engineer with equivalent experience will review the overall package to ensure the documents meet the quality requirements of the organization.
- 4.22 Final Packaging and Design**  
N/A this project.
- 4.23 Prepare and Submit Final Plans and Specifications**  
A final set of plans for those items contained within this Scope of Work which incorporates all revisions, modifications and corrections determined during the design reviews will be published and provided to the Sponsor in AutoCAD for their inclusion into the overall plan set.
- 4.24 Monthly Update Meetings**  
N/A this project.
- 4.25 Construction Sequencing, Phasing, and Constructability Review**  
N/A this project.
- 4.26 Drainage Analysis and Design**  
Surface drainage for this project will be reviewed inasmuch as the pavement elevation and cross slope is anticipated to change. Analysis and design will only include those efforts required to tie into existing surfaces. No additional runoff is expected to be added to the overall watershed as a result of the project work contained within this Scope of Work.
- 4.27 Edge Drain Analysis and Design**  
N/A this project.
- 4.28 Underdrain Analysis and Design**  
N/A this project.
- 4.29 Storm Drainage Analysis and Design**  
N/A this project.
- 4.30 Irrigation Analysis and Design**  
N/A this project.
- 4.31 Prepare FAA form 7480**  
The Engineer will prepare FAA Form 7480, Notice of Landing Area Proposal and submit to the FAA.
- 4.32 Stormwater Pollution Prevention Plan**  
N/A this project.
- 4.33 Prepare Application for Stormwater Discharge Permit**  
N/A this project.

- 4.34 Coordinate Design with Utility Companies**  
The Engineer will contact and coordinate with local power company to determine the requirements for any lighting improvements. No onsite meetings are anticipated this effort.
- 4.35 Update Airport Taxi Guidance Sign Plan**  
N/A this project.
- 4.36 Update and Modify Exhibit "A" Property Map**  
N/A this project.
- 4.37 Prepare FAA Strategic Event Coordination (SEC) Form**  
The Engineer will assist the Sponsor with the preparation of the SEC form. The SEC form will be submitted at least 45 days prior to construction.
- 4.38 Flight Check Coordination – Design**  
N/A this project.
- 4.39 Lighting Layout**  
Engineer will provide design if runway grade changes necessitate raising or lowering some runway edge lights. Lighting layout and spacing will not be included in this Scope of Work.
- 4.40 Conduct Public Meetings**  
N/A this project.
- 4.41 Fire Marshal Review**  
N/A this project.

## **5.0 SPECIAL CONSIDERATIONS – DESIGN**

- 5.1 Topographical and Control Survey**  
Surveyor will complete a topographic survey of the project area. Topographic data to be collected include:
- Runway pavement shots at 50' stations, 5 shots per station, collected using GPS technology.
  - Ground shots at 25' and 50' offsets from runway pavement edges at 50' stations, collected using GPS technology.
  - Taxiway connector shots where connectors intersect with the runway, collected using Total Station Robotics.
  - Additional ground shots as needed on taxiway pavement areas, collected using GPS technology.
- 5.2 Re-establish Runway End Coordinates**  
N/A this project.
- 5.3 Establish PACS (Primary Airport Control Station) and SACS (Secondary Airport Control Station)**  
N/A this project.
- 5.4 ALP Survey and Imagery Data Collection – Design**  
N/A this project.
- 5.5 Survey Control**  
Surveyor will set a maximum of 5 control points for contractor and survey use. Control points will consist of 24" #5 rebar with plastic caps and will be placed in areas that are beneficial to the contractor and least likely to be disturbed by common construction practices.
- 5.6 Survey Locations of Soil Borings and Test Pits**  
N/A this project.



**5.7 Right of Way Delineation**

N/A this project.

**5.8 Geotechnical Investigation**

A Geotechnical Investigation is to be completed by a subconsultant. The subconsultant's work will include an on-site subsurface investigation, associated field and laboratory testing to determine the effect of existing subsurface conditions on the design of the project. The Geotechnical Engineer will prepare a report outlining their findings. The State Aeronautics Division and Sponsor will receive a copy of the geotechnical report.

**5.9 Electrical Design**

Electrical design is to be completed by the Sponsor if necessary and is not included as part of this Scope of Work.

**5.10 Land Acquisition Specialist**

N/A this project.

**5.11 Relocation Specialist**

N/A this project.

**6.0 PROJECT MANAGEMENT**

**6.1 Project Management**

Project management general project administration services including contract administration, and monthly project/status reports.

- Deliverables include monthly progress reports.

**6.2 Design Coordination Meetings**

- Three design coordination meetings are included to coordinate design efforts with the Owner. These meetings include a kick-off, preliminary design (30% Design), and 90% design.
- These meetings will serve as an opportunity to review the design, receive Owner and ITD feedback and to coordinate design efforts for the next deliverable.
- Attendance at these meetings will include the project manager and one other engineer.
- Deliverables include design meeting agenda and minutes.

**7.0 BIDDING SERVICES**

**7.1 Services and deliverables associated with task include the following**

- Provide bid advertisement to the Owner for advertisement of the Project.
- Respond to questions received during the bid phase through issuing up to two (2) addenda.
- Manage the bid documents including the list of plan holders.
- Attend one pre-bid meeting with potential bidders.
- Evaluate the bids and provide a recommendation of award to the Owner.

**7.2 City Responsibilities**

- Attend pre-bid meeting.
- Pay for bid advertisement costs.

**7.3 Assumptions**

- Budgeting for bidding task includes one bid process and assumes award to one Contractor.

**8.0 CONSTRUCTION SUPPORT**

**8.1 Construction Support**

- Engineer will provide construction support as directed by the Owner which may include services such as intermittent construction observation, shop drawing review, responding to questions

during construction, evaluating contractor pay applications, and project closeout support. This task will be determined later.

## COMPENSATION

The Engineer will be compensated on a lump sum basis for Tasks 1 through 7 and Subconsultant. The lump sum fee allocation is summarized in the table below.

### Summary of Professional Service Fees

Task	Description	Billing	Fee/Budget
Task 1	Pre Design Phase	LS	\$ 5,800
Task 2	Disadvantaged Business Enterprise (Dbe) - Design Phase	LS	\$ 0
Task 3	Planning And Environmental Phase	LS	\$ 850
Task 4	Design Phase	LS	\$ 35,000
Task 5	Special Considerations – Design	LS	\$ 14,800
Task 6	Project Management	LS	\$ 7,800
Task 7	Bidding Services	LS	\$ 3,500
Task 8	Construction Support	LS/T&M	\$ TBD
	<b>Total Lump Sum</b>		<b>\$ 67,750</b>

### Schedule

The anticipated milestones for the overall project schedule are listed below. Schedule is based on two-week review periods for the City and ITD.

- Notice to Proceed March 28, 2018
- Surveying April 25, 2018
- Geotechnical Investigation and Report May 9, 2018
- Preliminary Design (30%) June 6, 2018
- 90% Design Submittal July 11, 2018
- 100% Bid Documents August 8, 2018
- Project Bidding TBD

Glenn's Ferry Animal Control - March 25 to March 31

Date	Start	End	Hours	Hours Subtotal	Comments
3/25	7a	8a	1		patrol
	2p	5p	2	3	Call re chickens out. Caller indicated that the owner of the chickens lived near the Baptist church. Found owner through the caller's description and the water list. Contacted owner and helped catch two of the chickens. The rest were caught by the owner at dusk when the chickens were roosting. Patrol.
3/26	10a	11:30a	1.5		Shelter committee and others who had expressed interest, "toured" the animal shelter.
	12	1:30p	1.5		Patrol.
	4:15	4:30	.25		Mayor. Structure and function of the committee.
	5:30p	6:30p	1	4.25	Call re barking dogs. Patrol.
3/27	5:30p	9p	3.5		Call re aggressive DAL. Dep Haldeman arrived shortly after me. Because he was there, I entered the yard and put the dog back on her chain. (The dog jumps freely in and out of the yard). There was no obvious way for the dog to have gotten off the chain. It was a sturdy chain with a sturdy snap. The dog did not have water so I gave her water. Left the scene at 6:30. Haldeman was there to issue a citation to the owner for an incident the night before. Because the owner was gone, he handed the task off to the dep. on the next shift. I did not issue a citation. Patrol.
	9:30	9:45	.75	4.25	Email request from Councilman Krieger to contact a constituent.
3/28	9a	11a	2		Studying. Constituent from the night before wanted to see the inside of the shelter. I phoned constituent and told him that when it was convenient for him, just call, and I will open the shelter up for him.
	2p	4p	2	4	Patrol
3/29	10a	11a	1		Patrol
	4:15p	7p	2.75	3.75	Call re aggressive DAL. Two individuals witnessed dog chasing a child down the street. Impounded the dog. Spoke to witnesses. Owner contacted me by phone to

