DATE: January 27, 2015
TO: ACHD Commissioners, ACHD Director, ACHD Deputy Directors
FROM: Ryan Cutler, Project Manager
SUBJECT: Fairview Ave Corridor Management, El Dorado St to Orchard St ACHD Project No. 507022

Consent Agenda
Commission Meeting February 4, 2015

Executive Summary:
Staff is requesting approval and signature of the Professional Services Agreement (PSA) with Parametrix for the contract amount of $469,930.00. Because the contract amount is over $200,000, approval by the Commission is required. The major design components for this project include improving or installing pedestrian and bicycle facilities, bringing driveways and pedestrian ramps into ADA compliance, proposing bus pull-outs, and installing pedestrian crossings where identified. Additionally, the project will aim to reduce and consolidate driveway approaches by working with property owners and stakeholders. Staff recommends approval of this contract.

Background:
The Fairview Avenue Corridor Management Plan has been and continues to be a cooperative planning effort between ACHD, the City of Boise, the City of Meridian, and multiple agencies and stakeholder groups with interests along the corridor. Multiple meetings, including public involvement, stakeholders, and those with individual property owners were held over the last several years in preparation for the adoption of the plan.

The ACHD Commission voted on February 26, 2014 to approve the Fairview Avenue Corridor Management Plan. While the Commissioners directed staff to move forward with the strategies outlined in the plan, such as consolidating driveways, they directed that medians be implemented as a last resort. Additional direction included:

- Complete the Fairview Avenue and Cole Road intersection project first. This project is scheduled for construction in 2017.
- Make pedestrian improvements a priority - complete sidewalk gaps and add signalized crosswalks.
- Perform an economic impact study on the effect medians would have on Fairview.
- Ask business owners and the cities of Boise and Meridian to work together to find ways to consolidate driveways.
- Evaluate traffic and safety conditions after all other improvements are made. If conditions have not improved, the Commission will consider adding medians.

The current Integrated Five Year Work Plan (2015-2019) lists this portion of Fairview Av--from El Dorado St to Orchard St--as priority 28 of 93. This two mile stretch on Fairview will be the first of several phases of the Fairview Corridor Management Project, one which will ultimately terminate at Linder Rd. LiDAR aerial survey was completed for the entire 8 mile stretch of Fairview Ave in FY14 and will be used for the design of this and future phases on Fairview Ave.

**Fiscal Implications:**
The project design agreement is for $469,930.00; the design itself will start in FY15 and be completed in FY16. This design agreement includes $112,555.00 for public involvement and $344,875.00 for concept and final plan design work. The agreement also includes a contingency amount of $12,500. The original budget for design of $300,000 was a best estimate made prior to developing a detailed scope of work. The extensive public involvement (e.g., over 80 small group/individual meetings) and design work required to reconfigure and consolidate driveways for individual properties (e.g., 60 renderings and 60 parking layouts/circulation plans) accounts for the higher design cost.

Based on the mid-year start of this design contract, the Budget Committee will request a reduction of the FY15 budget by $104,000 during the first budget adjustment. The remaining design contract amount will be added to the FY16 budget during the FY16-17 budget process.

**Policy Implications:**
The corridor plan was adopted by the ACHD Commission and has been approved as part of the FY15 budget and 2014-2019 Integrated Five Year Work Plan.

**Alternatives:**
1) Approve and sign the consultant agreement for design and proceed with the project; or
2) Disapprove the consultant agreement for design and provide staff with further direction.

**Recommendation:**
Staff recommends Alternative 1: Approve and sign the consultant agreement for design and proceed with the project.

**cc:** Dyan Bevins, Capital Projects Supervisor
File
AGREEMENT TO PROVIDE PROFESSIONAL SERVICES

Fairview Ave Corridor Management, El Dorado St to Orchard St

ACHD Project No. 507022.002
ACHD GIS # RD208-10.01
PO# 63029301

ADA COUNTY HIGHWAY DISTRICT, a body politic and corporate of the State of Idaho, (hereinafter “ACHD”) and Parametrix, 7761 W Riverside Dr., Suite 201 Boise, ID 83714 (hereinafter “Consultant”) hereby enters into this Agreement to perform the professional services required in connection with the professional services, as outlined in the attached Scope of Work (“Project”).

AGREEMENT

Consultant agrees to perform the professional services to complete the Scope of Work for an amount not to exceed $469,930.00. Any costs over and above this amount shall be the total responsibility of CONSULTANT.

Consultant shall develop roadway plans for the Project. The plans shall include grading, paving, drainage, right-of-way details, and other information in accordance with the provisions contained within the attached Scope of Work.

Consultant will perform any additional work as desired by ACHD by means of a written Supplemental Agreement signed by a person authorized by ACHD to execute such Supplemental Agreement. Such authorization shall consist of written approval by either the ACHD Director or Board of Commissioners; provided that ACHD Board of Commissioners must approve any Supplemental Agreement that is in excess of thirty-five percent (35%) of the original Agreement amount.

1. THE CONSULTANT, ACTING THROUGH ACHD:

   A. Consultant shall make someone available to attend a utility markers field meeting prior to the beginning of the field survey. Consultant shall contact the ACHD Project Manager if Digline locate marks are not present in the field at the time of the project survey;

   B. Consultant shall pothole at locations where underground utilities are expected to be in conflict, if needed. Consultant shall coordinate potholing of utility lines with the ACHD Project Manager and Utility Coordinator;
C. Consultant shall, in coordination with ACHD’s Utility Coordinator, make contact with all utility companies having services within the limits of the Project for purposes of coordinating necessary adjustments to utility facilities;

D. Consultant shall contact other local governmental, irrigation, and drainage entities to obtain their input with regard to any permits, approvals, and related design criteria to be incorporated into the Project plans; and

E. Consultant shall meet with affected landowners and other interested parties to provide Project briefings and respond to inquiries regarding the Project.

F. Consultant shall not be responsible for the performance failure of ACHD’s construction contractors. Consultant shall not be responsible for the means and methods used by ACHD’s construction contractors, including any subcontractor or other third-party traffic control and construction site security.

2. TIME OF COMMENCEMENT AND COMPLETION OF CONTRACT

Consultant shall commence work under the terms and conditions of this Agreement within ten (10) calendar days from the date of receiving a "Notice to Proceed" from ACHD and prosecution of the work by the Consultant shall continue diligently thereafter to completion as hereinafter delineated. Consultant shall have the Scope of Work completed on or before May 9, 2016. This date is predicated on Consultant receiving the Notice to Proceed on February 9, 2015. Should Consultant fail to receive said Notice to Proceed on the date specified, the completion date shall be adjusted to allow for the difference between the proposed Notice to Proceed date and the actual date the Notice to Proceed is given.

ACHD shall have the right to reduce the monies due to Consultant, commencing on the agreed completion date and continuing until all required work is complete, by a sum negotiated between the parties on a case-by-case basis. The Scope of Work shall be considered to be complete when all submittals required under Section 3106 of ACHD’s Policy Manual are made, except for revisions arising from right-of-way acquisition.

Time is of the essence of this Agreement. No waiver by either party of strict and timely performance of the other shall constitute a waiver of any subsequent breach or default.

3. DELAYS AND EXTENSIONS

A. Extensions of time for completion may be granted by ACHD for the following reasons:

(1) Delays in major portions of the work caused by excessive time required to process submittal; delays caused by ACHD or its other consultants/contractors; or additional work order, in writing, by ACHD.

(2) Any delay caused by a Force Majeure Event. A “Force Majeure Event” means an event due to any cause or causes beyond the reasonable control of Consultant.
(3) In the event of a delay as defined in item (1) or (2), the Consultant shall receive an equitable adjustment extending Consultant’s time for performance for such services sufficient to overcome the effects of the delay.

B. Extensions of time will not be granted for the following reasons:

(1) Underestimating complexity of the work by Consultant resulting in failure of Consultant to timely complete this Agreement under the terms and conditions provided herein;

(2) Redoing portions of the project by Consultant that were inadequately performed by Consultant and subsequently rejected by ACHD.

4. TERMINATION

A. ACHD may terminate or abandon this Agreement at any time, with or without cause, upon giving written notice of termination hereof as follows:

(1) Evidence that actual progress is behind the progress indicated in the work schedule given to ACHD by Consultant.

(2) Submission of substandard work by Consultant, its agent, sub-consultants or employees;

(3) Material breach of any of the other terms and conditions of this Agreement by Consultant;

(4) At the convenience of ACHD for any reason;

(5) Lack of adequate funding to complete this Agreement.

Prior to giving notice of termination for cause set forth in paragraphs 1 and 2 above, ACHD shall notify Consultant in writing, of any such deficiencies or default in the performance of the terms and conditions of this Agreement by Consultant, and Consultant shall have ten (10) calendar days after receipt of such notice to correct or remedy such default or begin the corrective measures.

Should Consultant fail to remedy its default or begin the corrective measures within said 10-day period, or for the reasons set forth above, ACHD shall have the option to immediately terminate this Agreement. Upon receipt of notice of termination by ACHD, Consultant shall immediately discontinue all work and services, unless directed otherwise, and shall transfer all documents pertaining to the work and services covered under the terms and conditions of this Agreement to ACHD. Upon receipt by ACHD of said documents, payment shall be made to Consultant for that work performed to date that has been approved by ACHD.

Should any deficiencies or default occur by Consultant for the reasons set forth above, and result in any damages to ACHD, ACHD shall be entitled to proceed against Consultant for any damages it has sustained as a result of such breach by Consultant.
B. Consultant may terminate the Agreement only for failure to pay or breach of the Agreement by ACHD after the entry of a court order or decision finding a breach.

5. NONAPPROPRIATION

If ACHD is precluded from committing to make certain future payments due hereunder, this paragraph will apply. ACHD has appropriated the funds necessary to make all payments when due under the Agreement during ACHD’s initial fiscal period during the Agreement term. ACHD agrees that in each succeeding fiscal year during the term of this Agreement, ACHD will take all necessary steps to make a timely appropriation of funds in order to pay the payments due hereunder during that period, subject to the annual appropriations limitation imposed upon ACHD under state law. In the event that despite the best efforts of ACHD, ACHD determines that funds for any amounts under this Agreement will not be available or cannot be obtained during any succeeding fiscal period, ACHD may terminate this Agreement prior to the commencement of such succeeding fiscal period by giving written notice to CONTRACTOR/CONSULTANT/ VENDOR of such determination at least 60 days prior to the first day of such succeeding period for which an appropriation has not been made by ACHD.

6. DISPUTES

Should any dispute arise as to the adequacy of performance, the occurrence of abnormal conditions affecting the work, or the enforcement or interpretation of any provision under this Agreement, such dispute shall be referred to the Director of Ada County Highway District, or his duly authorized representative(s), and a member of senior management of the Consultant for resolution. ACHD and Consultant shall attempt in good faith to settle by negotiation and compromise any dispute arising out of or relating to this Agreement, or the breach thereof (the “Dispute”). If a resolution of the Dispute cannot be mutually agreed upon than either party may file a civil action in Idaho state court to resolve the Dispute.

7. OWNERSHIP OF DOCUMENTS

All material delivered by Consultant in conjunction with the preparation of the plans shall become the property of ACHD without any restrictions or limitations with respect to their further use thereof. All documents or materials prepared for ACHD shall not be distributed by Consultant, sub-consultants, their agents, representatives or employees to any third party without the express written consent of ACHD. Use of these documents on any other project, without written verification or adaptation by Consultant for the specific purpose intended, will be at ACHD's sole risk and shall be without liability or legal exposure to Consultant. ACHD shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the said use of such documents.
8. INDEMNITY

Consultant agrees to indemnify, defend, and hold harmless ACHD for damages from any and all claims, demands, or actions as a result or consequence of any and all negligent acts, errors, or omissions by Consultant or Consultant's agents, employees, or sub-consultants arising from the performance of this Agreement.

Consultant, sub-consultants, their agents or employees shall comply with the standards of ACHD in effect at the time ACHD accepts and approves the final plans; and/or the final payment is made by ACHD to Consultant under the terms and conditions of this Agreement. Consultant shall not be held liable for changes or revisions to the drawings or related documents following the acceptance by ACHD of such documents without Consultant's knowledge and consent. Consultant does hereby further indemnify, save, and hold harmless ACHD, its agents, personal representatives and assigns, from any and all claims for wage payments, withholding, taxes, or other payments or benefits due to sub-consultants of Consultant. This provision shall not be construed to preclude any remedy that ACHD may have in law or equity.

ACHD shall, subject to the limitations hereinafter set forth, indemnify, save harmless and defend regardless of outcome Consultant from expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees caused by or arising out of any negligent acts by the ACHD or the ACHD's officers, agents and employees while acting within the course and scope of their employment, which arise from or which are in any way connected to this Agreement. Any such indemnification hereunder by the ACHD is subject to the limitations of the Idaho Tort Claims Act (currently codified at chapter 9, title 6, Idaho Code). Such indemnification hereunder by the ACHD shall in no event cause the liability of the ACHD for any such negligent act to exceed the amount of loss, damages, or expenses of attorney fees attributable to such negligent act, and shall not apply to loss, damages, expenses, or attorney fees attributable to the negligence of Consultant.

Consultant's period of liability shall remain in effect for as long as any applicable statute of limitations provided by Idaho law allows. The applicable statute of limitations shall not begin to accrue until the contractor's warranty period of the constructed Project expires.

Any construction contract that utilizes the Consultant's design work shall include both ACHD and the Consultant as additional insureds on the construction contractor's commercial general liability insurance. ACHD and Consultant will also be included as indemnities in the construction contract indemnity article.

9. INSURANCE

Consultant certifies it is an independent business, along with any sub-consultant retained and hired by Consultant, and shall acquire and maintain comprehensive general liability insurance, having a minimum limit of $100,000 per claim and $500,000 aggregate, and errors and omissions coverage having minimum limits of not less than $250,000. Consultant agrees to provide a certificate of insurance certifying to ACHD that such coverage is in force.
Consultant further agrees to maintain and keep required Workers Compensation Insurance, Unemployment Insurance, and all other insurance required to be maintained under the laws of the State of Idaho.

10. INDEPENDENT CONTRACTOR

Consultant is an independent contractor and is not an employee of ACHD. Consultant acknowledges that this Agreement is not an employment contract and that ACHD is only engaging Consultant to render the Professional Services described herein.

11. NOT AN EMPLOYMENT CONTRACT

Consultant acknowledges that this Agreement is not an employment contract and that ACHD is only engaging Consultant to render the Professional Services described herein.

12. ACKNOWLEDGEMENT OF PROFESSIONAL SERVICE

Consultant warrants that the Professional Services rendered under this Agreement require Consultant to have specialized skill and, or technical training. Consultant covenants that Consultant has the requisite specialized skill or, if Consultant gained Consultant’s ability to render such Professional Services through class or training, that Consultant has met all requirements in said class and, or training course(s), and, if required, Consultant is certified under applicable federal and, or state laws to perform said Professional Services.

13. GENERAL COMPLIANCE WITH LAWS

Consultant shall at all times observe and comply with all Federal, State, and local laws and any and all codes, ordinances, and regulations affecting the work in any manner. Consultant agrees that any recourse to legal action pursuant to this Agreement shall be brought in the Fourth District Court of the State of Idaho situated in Boise, Idaho.

14. NONDISCRIMINATION

A. Nondiscrimination:
Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subconsultant, subcontractor, or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, religion, sex, national origin, age or non-job related handicap, or prior military service or current military status.

B. Solicitations for Subcontracts, including Procurement of Materials and Equipment:
In all solicitations, either by bidding or negotiation, made by Consultant for work or services performed under subcontract, including procurement of materials and
equipment, each potential subconsultant, subcontractor, or supplier shall be made aware by Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, religion, sex, national origin, age or non-job related handicap, or prior military service or current military status.

15. ENDORSEMENT BY ENGINEER

The Professional Engineer in direct charge of the design shall approve and endorse all plans, specifications, cost summaries, and reports with a professional seal, signature and date. In addition, the legal firm name and address shall be clearly stamped or lettered on the tracing of each sheet of the plans. Any licensing or approvals required by the State of Idaho shall be complied with by all Professional Engineers and Surveyors employed by Consultant.

16. MONTHLY PROGRESS REPORTS

Consultant shall submit to ACHD, in conjunction with its payment request, progress reports of work done on the project with activity updates. This report shall be made not more often than once per month or every 4-week period. The report shall also include any and all pertinent information as to delays or lack of performance on the Project. Additional work, for which Consultant contemplates compensation and/or extensions of time, must be reported in such report with an attached explanation. (Extra work data must be submitted with the Progress Report, or it cannot be used for basis of subsequent extension of time or additional compensation by ACHD.)

17. ATTORNEY FEES

In any suit, action or appeal therefrom to resolve the Dispute or to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable expenses including, but not limited to, reasonable attorney fees, account fees and other expert fees and costs.

18. PAYMENTS

Payments properly submitted are due within thirty (30) days of the date of receipt of the Consultant’s invoice. In addition to other requirements of this agreement, the Consultant's monthly submittals shall include the following:

invoice - Consultant’s invoice shall include the following information:

- ACHD Project Number
- ACHD Purchase Order Number
- Original contract value
- Value of Supplemental Agreements (if any)
- Value of previous requests for payment
19. STANDARD OF CARE

Consultant shall perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale.

Consultant may rely upon and use in the performance of any services information supplied to it by ACHD without independent verification, and Consultant shall not be responsible for defects in its services attributable to its reliance upon or use of such information.

20. ENTIRE AGREEMENT: MODIFICATION

This Agreement constitutes the entire agreement between the parties hereto, and shall supersede all previous proposals, oral or written negotiations, representations, commitments, and all of the communications between the parties. Any modifications to the Agreement must be in writing and executed by both parties.

21. OPINIONS AND ESTIMATES

Any cost opinions or estimates provided by Consultant shall be on a basis of experience and judgment, but since Consultant has no control over market conditions or bidding procedures, Consultant cannot and does not warrant that bids, ultimate construction cost, or project economics will not vary from these opinions or estimates.

Consultant has read, understands and agrees to the requirements and stipulations set forth herein.

<table>
<thead>
<tr>
<th>Consultant</th>
<th>ADA COUNTY HIGHWAY DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: Doug Camenisch</td>
<td>By: Jim Hansen, Commission President</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

The Ada County Highway District (ACHD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives. ACHD assures that no person shall on the grounds of race, color, national origin, gender, disability or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ACHD service, program or activity.
CONSULTANT

STATE OF IDAHO  )
               ) ss.
COUNTY OF ADA  )

On this _____ day of ______, 20___, before me, ____________________, a Notary Public in and for said State, personally appeared _______________________________, known or identified to me to be the ________________ of ____________, the corporation [or Partnership, or Limited Liability Company] that executed the instrument or the person who executed the instrument on behalf of said corporation [or Partnership, or Limited Liability Company], and acknowledged to me that such corporation [or Partnership, or Limited Liability Company] executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

____________________________________________
Notary Public for the State of Idaho
Residing at ___________________________________
My Commission Expires: _______________________
ADA COUNTY HIGHWAY DISTRICT

STATE OF IDAHO )
 ) ss.
COUNTY OF ADA )

On this _____ day of _____, 20___, before me, ________________________________________, a Notary Public in and for said State, personally appeared ________________________________________, known or identified to me to be the ________________________________________ of the Ada County Highway District that executed the said instrument, and acknowledged to me that such Highway District executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

____________________________________________
Notary Public for the State of Idaho
Residing at _________________________________
My Commission Expires: ______________________
SCOPE OF WORK
Fairview Avenue Corridor Management (El Dorado St to Orchard St)
ACHD Project No. 507022.002
ACHD GIS No. RD208-10.01
January 9, 2015

PROJECT DESCRIPTION

This project is currently programmed for right-of-way in FY-16 and construction in FY-17 & FY-18.

Fairview Avenue is a significant regional east-west transportation corridor within the cities of Boise and Meridian, in Ada County, Idaho. The portion of Fairview Avenue considered for this scope of work is defined from El Dorado Street (east of Cole Road) to Orchard Street in Boise. This is the first phase of a larger Fairview Avenue Corridor Management Plan implementation. This segment (from El Dorado Street to Orchard Street) will hence be referred to as the Fairview Avenue corridor for this scope of work. The Fairview Avenue corridor is functionally classified as a principal arterial (mobility arterial) throughout the project limits.

This project will use a topographic base map that will be developed using information gathered from an aerial topographic survey currently being conducted under a separate scope. This base map, combined with information gathered during detailed field reconnaissance, will allow for accurate inventory of existing conditions used to identify areas needing improvement/updating throughout the Fairview Avenue corridor.

The primary purpose of the project is to improve safety for all users of the roadway and to facilitate improved mobility along the Fairview Avenue Corridor. All recommendations for improvements will be made with these two purposes in mind.

This project will have a substantial public involvement component. Commercial development (retail and office) is the predominant land use within the project limits. The high number of access points are of major concern, so property owners will be communicated with throughout the duration of the project and their input will be factored into the alternative selection process.

The major design components anticipated to be incorporated for this project include improving or installing pedestrian and bicycling facilities, bringing driveways to ADA compliance, proposing bus pull-outs, and installing pedestrian crossings where identified. Additionally, the project may consolidate driveway accesses with cross-access agreements as voluntarily approved by business owners. ACHD will purchase right-of-way needed for sidewalk and ADA improvements.

The main project scope components and access management strategies to be evaluated are as follows:

- Identify pedestrian and bicycle gaps (missing sidewalk and bike lanes) and pedestrian locations where the existing conditions do not meet ADA
- Identify know conflict points and crashes for each group: pedestrians, bicyclists, and vehicles.
- Assess ramps and current driveway slopes (and reconstruct driveways to current ACHD standards)
- Identify any needed improvements in street lighting
- Identify opportunities parcel by parcel for driveway consolidation and cross access agreements (thus reducing the number of driveways and increasing safety)
• Identify possible frontage/backage/alley access connections
• Remove access conflicts near intersections (by installing non-traversable medians the full length of the left turn pockets at intersections and adding U-turn pockets; including the north-south streets)
• Locate pedestrian and bicycle crossing enhancements at Allumbaugh St.
• Identify and locate possible bus pull-outs locations with VRT coordination (at Curtis & Orchard)
• Identify opportunities for separating sidewalks within right-of-way constraints
• Consider future location of the sidewalk for ultimate cross-section
• Identify landscaping and stormwater quality improvement opportunities (Green Stormwater Infrastructure (GSI))
• Identify landscape buffer opportunities
• Consider non-transversable center medians with U-turn pockets (as an alternative to driveway consolidation), this option would require ACHD Commission approval
• Identify where right of way will be needed for future u-turn pockets at intersections and periodic mid-block locations per the master plan

Based on the feedback provided by adjacent property owners, the City of Boise, and the community, alternative concepts will be developed and presented to ACHD Commission for selection and/or approval.

This project does not utilize Federal-Aid funding. Based on the scope of improvements it is anticipated that neither geotechnical analysis/reports nor environmental evaluations will be necessary.

Parametrix, herein called the Consultant, will design the project and supply documentation in accordance with this scope of work, the current version of the ISPWC specifications with the current ISPWC updates as amended by ACHD adopted supplements, including the ACHD Supplemental Traffic Provisions. As requested by ACHD, The Langdon Group will lead the public involvement and stakeholder outreach components of the project as a subconsultant to Parametrix.
# TABLE OF CONTENTS

## GENERAL

DEFINITIONS AND ACRONYMS

IMPLIED TERMS

COORDINATION OF SCOPE OF WORK

ACHD STANDARDS

SOFTWARE AND FORMATS

DOCUMENTS

### 1.0 DOCUMENTS

1.1 Progress Meetings

1.2 Project Administration

### 2.0 PUBLIC INVOLVEMENT

2.1 Needs Assessment

2.2 Community Groups and Key Stakeholders

2.3 Stakeholder Project Information Handout

2.4 Update Stakeholder Database and Supporting Project Committees

2.5 Maintain Stakeholder Database

2.6 Community Advisory Committee

2.7 Technical Meetings (Deleted From Scope)

2.8 Public Project Information Materials

2.9 Provide Materials for Electronic Outreach

2.10 Small Group and Individual Property Owner Meetings

2.11 Public Meetings

2.12 Presentation to ACHD Commissioners and The Boise City Council

2.13 Media Relations

### 3.0 LOCATION SURVEYING AND MAPPING

3.1 Existing Right-of-Way / Utility Base Map

3.2 Right-of-Way Plans

3.3 Monumentation / Record of Survey (Not Included)

3.4 Legal Descriptions

### 4.0 30% DESIGN

4.1 Alternative Options Roll Plots

4.2 Alternative Options Cost Estimate

4.3 Private Property Concept Designs

4.4 Geotechnical Investigation (Not Included In Scope)

4.5 Hydraulic/Stormwater Design

4.6 Traffic

4.7 Pedestrian Signal & Lighting Improvements

4.8 Environmental Scan

4.9 Alternative Analysis Memo

4.10 30% Design Plans / Submittal

4.11 Review Meeting

---

Ada County Highway District
Fairview Avenue Corridor Management (El Dorado St to Orchard St)
ACHD Project No. 507022.002
ACHD GIS No. RD208-10.01

Parametrix
January 2015

Page 3 of 33
5.0  75% DESIGN.................................................................................................................. 23
  5.1 Roadway Design ........................................................................................................... 23
  5.2 Signing and Striping .................................................................................................... 23
  5.3 Pedestrian Signal & Lighting Improvements .............................................................. 23
  5.4 Landscape Buffers ...................................................................................................... 24
  5.5 Construction Staging and Advanced Signing ............................................................ 24
  5.6 75% Design Submittal ................................................................................................. 24
  5.7 75% Review Meeting ................................................................................................. 25

6.0  95% DESIGN.................................................................................................................. 26
  6.1 Roadway Design ........................................................................................................... 26
  6.2 Signing and Striping .................................................................................................... 26
  6.3 Pedestrian Signal & Lighting Improvement .................................................................. 26
  6.4 Landscape Buffers ...................................................................................................... 27
  6.5 Construction Staging and Advanced Signing ............................................................ 27
  6.6 Permits (Not Included) ............................................................................................... 27
  6.7 Utility Coordination ................................................................................................... 27
  6.8 Specifications ............................................................................................................. 28
  6.9 Storm Water Pollution Prevention Plan (SWPPP) ....................................................... 28
  6.10 95% Design Submittal ............................................................................................... 28
  6.11 95% Review Meeting ............................................................................................... 29

7.0  99% DESIGN.................................................................................................................. 29
  7.1 Finalize Plans for Right-of-Way Acquisition .............................................................. 29

8.0  100% BID DOCUMENTS ............................................................................................ 30

9.0  PROJECT SUPPLEMENTAL TASKS ........................................................................ 30

10.0 CONSTRUCTION ENGINEERING (NOT INCLUDED) ........................................ 31

APPENDIX A ..................................................................................................................... 32
General
Consistent with professional standard of care, Consultant shall provide management, coordination and
direction to project team and sub-consultants to complete project deliverables on time and within budget.

Definitions and Acronyms
404 Permit – Section 404 of the Clean Water Act which addresses permits for dredged or fill material in
Waters of the US, administered by the U.S. Army Corps of Engineers
AASHTO – American Association of State Highway and Transportation Officials
ACHD – Ada County Highway District
ADT – Average Daily Traffic count
Agreement Administrator – The ACHD Project manager is responsible for administering the contract and
overseeing the design.
CAC – Community Advisory Committee
CAD – Computer Aided Design
COMPASS – Community Planning Association of SW Idaho
CPM – Critical Path Method
CSS – Context Sensitive Solutions
FHWA – Federal Highway Administration
EPA – Environmental Protection Agency
GIS – Geographic Information System
Holidays – ACHD recognized holidays occur on: New Year’s Day, Martin Luther King Jr./Idaho Human
after Thanksgiving, Christmas Eve, and Christmas Day.
ITD - Idaho Transportation Department
Man-Hour – Hour(s) of time required for an individual to complete an itemized task designated by the
project scope of work. Personnel functions shall be rounded up to the nearest Man-Hour.
MOU – Memorandum of Understanding
NEPA – National Environmental Policy Act
PIM – Public Information Meeting
PMG – Project Management Guide
PSA – Professional Service Agreement, or Professional Agreement. This is a written agreement or contract
between ACHD and the Prime Consultant
Prime Consultant – Parametrix (or PMX), for the performance of work prescribed in the contract.
Project Manager – (Also abbreviated as “PM”). The ACHD point of contact for the project.
ROW – Right of Way
SHPO – State Historic Preservation Office
Study Area – The expanded area of influence generated by the project area.
Sub-Consultant – Whom the prime Consultant sublets part(s) of the design contract.
SOW – Scope of Work
SWPPP – Storm Water Pollution Prevention Plan
Implied Terms

In order to avoid confusing repetition of expressions in this Scope of Work, it is provided that whenever anything is to be required, directed, specified, authorized, furnished, given, designated, permitted, reserved, approved, disapproved, accepted, or rejected, it shall be understood as if the expression were followed by the words “by the Project Manager” or “to the Project Manager.”

Whenever anything is to be performed, designed, computed, calculated, analyzed, determined, evaluated, surveyed, obtained, established, contacted, estimated, investigated, prepared, developed, delivered, collected, and/or recorded, it shall be understood as if the expression were followed by the words “by the Consultant (either prime or sub)” or “to the Consultant (either prime or sub).”

Coordination of Scope of Work

The Scope of Work and Professional Services Agreement are essential parts of the project, and a requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete package.

Checkpoints or milestones have been established at various stages that require approval of specific project information. These checkpoints are:

- 30% Design Review
- ACHD Commission Hearing (Approval is required to move beyond this point)
- 75% Design Review
- 95% Design Review
- 99% Design (Right-of-Way Plans)
- 100% Bid Documents

ACHD Standards

All projects shall follow the ACHD Policy Manual. Refer to section 3004 ROADWAY DESIGN STANDARDS. Where both minimum and desirable values are provided, every reasonable effort shall be made to achieve the desirable standards. Any design exception must be approved by ACHD in writing. The roadway widths adopted by ACHD and identified on the Master Street Map shall serve as the basis for beginning evaluation. If the proposed width or other standard is less than ACHD standards, it must be documented, justified, and approved by ACHD.

Additionally, the following standards shall be used:

- ACHD Livable Street Design Guide, 2009
- Ada County Master Streets Map, 2010
- ACHD Complete Streets Policy
- AASHTO Guide for Flexibility in Highway Design, 2004

Software and Formats

The following software and formats shall be utilized for the prosecution of work and documents as applicable:

- AutoCAD Civil 3D for CADD Drawing Files - Format: DWG - Drawing File (2014)
- MS Excel for Spreadsheets - Format: XLSX - Workbook File
- MS Word for Word Processing - Format: DOCX - Document File
- MS Project for Scheduling - Format: MPP - Schedule File
Documents

All documents shall be submitted to ACHD in unbound paper copy and/or electronic formats via email to PM or ACHD PWA (or FTP), unless otherwise noted or approved. Paper copies will be assembled with a single spring clip in the upper left corner, unless otherwise noted or approved. Electronic documents will be submitted in their native format and/or Adobe Acrobat PDF format.

Document revisions, additions, or modifications to an approved document at the request of ACHD, will be completed at the expense of ACHD.
1.0 GENERAL PROVISIONS

1.1 PROGRESS MEETINGS
Plan, organize and direct regularly scheduled progress meetings approximately once a month throughout
the duration of the project, including the kickoff meeting. Provide an electronic copy of the Agenda three
days prior to meeting to the ACHD PM. Provide an electronic copy of the meeting summary and action
items no later than three business days after each meeting. ACHD will review and approve the summary
and action items no later than three business days after receiving them.

PRODUCTS AND DELIVERABLES
- Kick-off Meeting
- Monthly Meetings and Agendas (Electronic copies)
- Draft Meeting Summary (Electronic copies)
- Final Meeting Summary (Electronic copies)

ACHD RESPONSIBILITIES
- Schedule and provide facility for progress meetings
- Review and approve summary and action items

ASSUMPTIONS
- The project is expected to be 15 months in duration (not including right-of-way negotiations).
- Fifteen (15) meetings are assumed and additional meetings must be approved by ACHD.
- Two (2) Consultant and one (1) Sub-Consultant representatives will attend the kick-off meeting.
- One (1) Consultant and one (1) Sub-Consultant representative will attend the progress meetings.
- Meetings will be a maximum duration of two (2) hours.
- ACHD will review and approve summary within one week.
- Action items will be completed by due date.

1.2 PROJECT ADMINISTRATION
Consultant will staff and manage a project team to provide project deliverables, prepare invoices, monitor
budget and schedule, and coordinate with ACHD on a regular basis. The project status, including scope,
schedule, and budget, will be communicated to ACHD’s Project Manager regularly and as a part of
monthly project status reports. An initial schedule in Microsoft Project (Gantt chart) format will be
created that indicates the durations and dates for the major milestones. Schedule updates, if required, may
be submitted simultaneously with invoicing. Provide a corrective action plan if off schedule.

PRODUCTS AND DELIVERABLES
- Time-scaled logic diagram (Gantt Chart), updated monthly and submitted with monthly invoicing
- Monthly Project Status Report (updated monthly and included with invoice)
- Earned Value Report
- Invoice (PDF emailed to Project Manager and invoices@achidaho.org)

ACHD RESPONSIBILITIES
- Review and approve Schedule, Invoice and Monthly Project Status Report
ASSUMPTIONS

- The project is expected to be fifteen (15) months in duration (not including right-of-way negotiations).
- The public involvement phase (for LTG) is expected to be seven (7) months in duration.

2.0 PUBLIC INVOLVEMENT

This project is anticipated to include a public involvement process featuring public outreach early in the project development process and a public involvement meeting (PIM). It is anticipated that TLG will take the lead on all the public involvement tasks with support from PMX and ACHD. All work under this section shall be coordinated with and subject to approval by the ACHD Project Manager and ACHD Communications.

2.1 NEEDS ASSESSMENT

TLG will work with the ACHD project manager and communications coordinator to prepare a Needs Assessment to implement an effective Public Involvement Plan (PIP). It will expand upon work already completed in prior phases. The PIP will be flexible and may be updated during the project, depending on project needs.

A Needs Assessment will identify the appropriate level of public involvement by:

- Identifying potential controversies and areas of conflict.
- Gauging levels of interest by various stakeholders.
- Assessing available resources.
- Deciding which tools and techniques will work best for enhancing two-way communication with the public.
- Identifying social, economic, and environmental concerns.

The Public Involvement Plan seeks to achieve the following goals:

- Engage and involve stakeholders early and continuously throughout the project.
- Create an open and ongoing dialogue with potentially affected stakeholders.
- Provide multiple avenues for interested citizens and groups to participate and communicate their views.
- Involve the public in decisions that will affect them.
- Develop informed consent among stakeholders.
- Maintain a communication loop between ACHD, City of Boise, consultants, and stakeholders.
- Communicate the goals and objectives of public involvement for this project

PRODUCTS AND DELIVERABLES

- Needs Assessment Document
- PIP

ASSUMPTIONS

- TLG and PMX will coordinate with the ACHD project manager and communications coordinator regarding the development and implementation of the PIP.
2.2 **COMMUNITY GROUPS AND KEY STAKEHOLDERS.**
TLG and PMX will work with ACHD to identify Community Groups, businesses and other stakeholders. Beginning with members of the Corridor Management Strategy Steering Committee and the Fairview Business Coalition, individuals and businesses along the corridor will be contacted by TLG to identify key issues and gather project information. This information-gathering task will identify:

- Key issues and concerns.
- Topics the project needs to address as it proceeds.
- Opinions about previous phases.
- Ideas on how best to engage the public, as well as key stakeholders.
- The most effective methods of communication for the project (newsletter, e-mail notices, social media, interactive web site, video, small group meetings, etc.).
- Desires to be personally involved in the public involvement process.
- Which businesses and property owners are most open to access improvements

### PRODUCTS AND DELIVERABLES

- Update list of stakeholders, including contact information
- Agenda and list of discussion questions for contact meetings
- Summary of information from initial contacts

### ASSUMPTION

- Initial meeting with ACHD Communications and Neighborhood Coordinator to gather better understanding of project and stakeholder history
- A total of twenty (20) contact meetings will be had, which may include multiple stakeholders.

2.3 **STAKEHOLDER PROJECT INFORMATION HANDOUT**

TLG will develop and prepare the initial Project Information Handout and Commonly Asked Questions and Answers for use during key stakeholder meetings. TLG and PMX will work with ACHD staff to gather information for use in the project information sheet. Compelling information will focus on safety as the primary driver for improvements. The information will not include potential alternatives at this time so as not to give the impression that any decisions have been made, however TLG will have some understanding of what potential improvements could look like. The new information handout for this phase would utilize previous project information handout data.

### PRODUCTS AND DELIVERABLES

- Project Information Handout

### ACHD RESPONSIBILITIES

- ACHD will review and approval all materials before release
- ACHD will print all material

2.4 **UPDATE STAKEHOLDER DATABASE AND SUPPORTING PROJECT COMMITTEES.**

TLG will update the database of all interested stakeholders and project participants from previous phases that can be used for mailing and telephoning, and that can be sorted to identify various groups of stakeholders. The team will use a format agreed upon with ACHD (generally Excel). This database will include contact information that ACHD has available from other projects in the project area and from previous phases of this effort. The database will be updated and kept current throughout the project.
PRODUCTS AND DELIVERABLES
- Stakeholder database

ACHD RESPONSIBILITIES
- ACHD will provide previous stakeholder database in Excel format.

2.5 MAINTAIN STAKEHOLDER DATABASE.
TLG (working with PMX and ACHD) will identify stakeholders who are interested in participating and whose involvement is necessary for informed decisions to be made. These will be added to the stakeholder database. TLG will also identify the best channels for communicating with stakeholders and what information these stakeholders need about the project. In addition, TLG will create a customized mailing list for mass mailings and will develop property owner mailing lists for specifically targeted regions in the project area, if warranted.

PRODUCTS AND DELIVERABLES
- Ongoing database support
- Identification of project-area property owners and stakeholders
- Monthly report of stakeholder contacts

ASSUMPTIONS
- ACHD project manager will periodically review the stakeholder database for accuracy and inclusiveness.
- The database will be used as a mailing list for distribution of project information materials and notification of public involvement opportunities.
- A list of project area property owners and business owners/managers will be developed as part of this project.

2.6 COMMUNITY ADVISORY COMMITTEE
To demonstrate the commitment of ACHD and its partners to bring stakeholders into the process and keep open lines of communication, TLG and PMX will work with ACHD to establish a representative group (termed the “Community Advisory Committee” [CAC]) that will meet regularly during the project. TLG and PMX will meet with ACHD to determine committee membership and role, and will staff and support all committee meetings. TLG will prepare and ACHD will distribute the invitation letter. Members of the Corridor Management Strategy Steering Committee will be considered for inclusion in the CAC.

CAC meetings, assumed to be held four times during the project, will provide a continuing forum for discussion of project issues to answer questions, identify concerns, identify and explore options, and gain consensus. The initial kickoff meeting will consist of a project area field trip. Minutes of each meeting will be kept by TLG. TLG will prepare and distribute letters and/or email messages (depending upon the preference of the group) to notify CAC members of the next meeting, time, and location. Meeting materials, agenda, presentation, handouts, boards, etc., will be provided by PMX and TLG. TLG will prepare a summary report and meeting minutes following each CAC meeting that will be distributed to the project team and the CAC.

Committee members may include representatives from project area neighborhoods, businesses, adjacent property owners, commuters, Boise Metro Chamber of Commerce, Fairview Business Coalition
(specifically identified representative), emergency services, Republic Services and Valley Regional Transit. A representative from the City of Boise will attend the CAC meetings.

ACHD may decide to have an Economic Impact Study specific to the impacts of medians along Fairview Economic Impact Study prepared. ACHD may coordinate with the CAC group to participate in the EIS study, and will share the findings of the EIS report with the CAC group. This EIS will be led and directed by ACHD, and will be performed by an independent consultant to be determined at a later date.

**PRODUCTS AND DELIVERABLES**

- Define CAC role and responsibilities
- List of committee membership, including contact information
- Phone calls to CAC members (if directed by ACHD project manager)
- Plan and organize the kick-off meeting
- Minutes from the CAC meetings
- CAC meeting notification letters and emails (for all CAC meetings)
- Meeting materials, agenda, presentation, handouts, boards, and other meeting materials
- Meeting facilitation
- Facilitate/encourage review of traffic control & design plans, to help minimize impacts

**ACHD RESPONSIBILITIES**

- ACHD will distribute the invitation letter to potential CAC members. TLG will also make personal invitations in person or by phone.

**ASSUMPTIONS**

- ACHD project manager, planning and traffic project team members, communications coordinator and two members of the consultant team will attend all CAC meetings.
- Four CAC meetings at key project milestones including a kickoff field trip are assumed.
- The Economic Impact Study will be performed by an independent consultant, and this work is not included in this Scope of Work.

**2.7 TECHNICAL MEETINGS (DELETED FROM SCOPE)**

This task has been deleted from the final version of the scope, as it is assumed that work under Tasks 2.6 and 2.10 will cover the intent of this work.

**2.8 PUBLIC PROJECT INFORMATION MATERIALS**

To set the stage for this project, TLG will build on what was created in Task 2.3 and develop compelling materials to explain the project to the general public and encourage public participation. PMX and TLG will explain the project and emphasize the importance of continued participation to stakeholders involved in previous phases. Various tools will be developed to accomplish this task, including project handouts and maps that will illustrate numerous aspects of the project.

**PRODUCTS AND DELIVERABLES**

- Project information handout with maps
- Project talking points (if requested)
- Project “Commonly Asked Questions and Answers” (if requested)
ACHD RESPONSIBILITIES

- ACHD project manager and communications coordinator will review and approve all produced materials before release

ASSUMPTIONS

- Design and layout for project materials will be approved by ACHD and completed by TLG.
- Up to 2,000 handouts will be printed for general distribution at public meetings and as mailers throughout the project. ACHD is responsible for any associated printing and mailing costs of these handouts.
- Maps will be based on displays (or roll plots) created in other tasks.

2.9 PROVIDE MATERIALS FOR ELECTRONIC OUTREACH

To provide an efficient and cost-effective way to reach the public, ACHD will set up and maintain a project web page that will be incorporated into ACHD’s web site. TLG and PMX will provide materials from project meetings for posting on the webpage and ACHD social media sites, and submit the materials to ACHD for review and approval. TLG will also maintain a database of email contacts and develop an electronic newsletter through Constant Contact, to provide project update and notification of public involvement opportunities.

PRODUCTS AND DELIVERABLES

- Provide project webpage and social media materials
- Develop and maintain a Constant Contact electronic newsletter notifications with email contact database

ACHD RESPONSIBILITIES

- ACHD project manager and ACHD communications coordinator will review and approve all web-based materials, designs, and content
- The website and social media pages will be fully located and operated by ACHD

ASSUMPTION

- No modifications or conversions of the materials from the project meetings will be required prior to submittal to ACHD for the website.

2.10 SMALL GROUP AND INDIVIDUAL PROPERTY OWNER MEETINGS

To demonstrate the commitment of ACHD to address the needs of its partners and keep open lines of communication, TLG and PMX, working with ACHD and the City of Boise, will support small group, neighborhood and individual property owner/business owner meetings on an as-needed basis to allow the consultant team and ACHD to address individual issues and concerns. These meetings may be with neighborhood associations, businesses, schools, and utilities. Some business and/or property owners particularly interested or upset about the impending changes and/or part of consolidated driveway solutions may require consistent coordination and follow up throughout the life of the project.

PRODUCTS AND DELIVERABLES

- Visualization still image renderings of up to sixty (60) alternative concepts
- Meeting coordination
- Meeting materials (preparation, agenda, sign-in sheets, handouts, display boards, summary)
• Meeting attendance and facilitation

ACHD RESPONSIBILITIES

• ACHD project manager will attend meetings
• ACHD will be responsible for securing the meeting facilities and coordinating schedules
• ACHD will be responsible for costs associated with the rental of meeting rooms, tables, chairs, and any refreshments, if required
• ACHD staff will work with property owners and Boise City to negotiate terms of cross-access agreements

ASSUMPTIONS:

• Notification of meetings with neighborhood associations will be handled by the association.
• One (1) PMX and one (1) TLG Consultant representative will attend the additional meetings.
• Eighty (80) additional meetings at two (2) hours in duration (including travel time).
• No special preparation or displays will be required for these meetings.
• Visualization and still image renderings will be performed according to the attached document at the end of this scope in Appendix A.

2.11 PUBLIC MEETINGS

Two, two-hour public meetings will be held once the project team has completed the Alternative Options Roll-Plot evaluations. ACHD, PMX, and TLG will present the recommended alternative to the public in an open-house format, explain the alternatives evaluation and scoring process, and how/why the alternative was selected. These meetings are anticipated to be held near the completion of the 30% Design Phase. TLG will provide information to ACHD for the notification materials to inform the public of the meetings.

TLG and PMX will assist ACHD with information that will be included in the general follow-up letter mailed to all attendees. ACHD will finalize and mail the follow-up letter.

PRODUCTS AND DELIVERABLES

• Draft displays for review (assumed to be eight displays at 24” x 36” and four 72” roll plots)
• Visualization still image renderings of alternative concepts featured for review
• Preparation for meeting including pre-PIM
• Revise displays for pre-PIM meeting
• Review displays at pre-PIM meeting in small format and revise as needed before finalizing
• Pre-PIM Meeting Summary
• Meeting display boards (Draft and Final – 8 display boards)
• Open House Staff Support
• Set Up and Take Down for Meeting
• PIM Summary Report

ACHD RESPONSIBILITIES

• ACHD will provide sandwich boards
• ACHD will recruit staff from ACHD to support public meeting
• ACHD will advertise the meeting
• ACHD will be responsible for costs associated with the rental of meeting rooms, tables, chairs, and any refreshments
• ACHD will be responsible for preparing, printing, and mailing (including postage) all PIM and notification materials and follow-up letters

ASSUMPTIONS
• TLG will conduct door-to-door meetings with all properties and businesses fronting the project area, one week prior to the public meeting.
• ACHD project manager will attend public meeting.
• TLG and ACHD will prepare all meeting notification materials.
• Four (4) Consultant representatives will attend the public meetings.
• The public meetings are assumed to be two (2) hours long each.
• TLG and ACHD will be responsible for securing the meeting facilities.

2.12 PRESENTATION TO ACHD COMMISSIONERS AND THE BOISE CITY COUNCIL
The presentation will be made after the alternative evaluations are completed. PMX and TLG will provide presentation materials to ACHD staff and will make the presentation if requested. The presentation will present the results of the alternative evaluation and summary of public input for comment.

PRODUCTS AND DELIVERABLES
• Presentation materials
• Meeting attendance

2.13 MEDIA RELATIONS
PMX and TLG will support the media efforts of the ACHD communications coordinator and will document the efforts. The priority in these efforts will be to provide a clear understanding of the project to assist the media outlets in giving accurate information to the public. PMX and TLG will support ACHD when working with local news media to help with public outreach, and to get assistance with notifying the public of workshops and meetings, and with distributing information about the project. Work with news media outlets will include the development and distribution of print display advertisements (notification of public involvement opportunities) and media releases (announcement of project, public meeting notifications, and final study recommendations).

PRODUCTS AND DELIVERABLES
• Media news releases and advertisements (as requested)
• Support the research needs of ACHD

ACHD RESPONSIBILITIES
• ACHD project manager and communications coordinator will review and approve all materials before release to the media
• ACHD will distribute all media releases
• ACHD will speak with and address all media issues
• ACHD will assume all costs associated with advertisements
ASSUMPTIONS

- Preparation of a total of three media releases.
- TLG will design and layout print notification advertisements for newspapers (as requested).

3.0 LOCATION SURVEYING AND MAPPING

Consultant will use aerial LiDAR data and color orthorectified imagery prepared under a separate scope to create a topographic base map. Supplemental field survey will be performed to fill in the data gaps from the LiDAR data. This topographic base map and DTM will be used for the work identified in this scope of work.

3.1 EXISTING RIGHT-OF-WAY / UTILITY BASE MAP

GIS right-of-way and property line linework will be used through the 30% Design approval. Title Reports, Recorded Subdivision plats, Records of Survey, Corner Records, Roadway Plans, R/W deeds, and available last deed of record will be used to develop the Right-of-Way and property sidelines for parcels that are anticipated to be impacted by the proposed improvements.

PRODUCTS AND DELIVERABLES

- Request and obtain Title Reports from ACHD (include parcel number and name of owner)
- Research existing Subs, ROS, Corner Records, Roadway plans, Right-of-Way deeds, and last deed of record
- Build record alignment, Right-of-Way, and property sidelines from an examination of record documentation against field located monumentation
- Prepare Right-of-Way Reference Drawing to be used in design plans, including current ownership from Assessor information
- Request to ACHD for utility locates
- Base Map of Existing Utilities (created from maps provided by utility companies and Digline information)

ACHD RESPONSIBILITIES

- Supply Title Reports within 60 days of request via PWA (approximately 35 parcels)
- Provide utility facility maps to Consultants and transmit design review drawings to municipalities, utility companies, and irrigation districts

ASSUMPTIONS

- Any effort required to locate PLSS corners that are not immediately on or adjacent to the section line will be considered an additional service.
- The survey control is to be based on the Ada County horizontal and vertical survey control datum.
- All original field notes, electronic Base Map, and electronic Right-of-Way drawing shall become the property of ACHD.
- This scope of work does not include setting property pins, centerline alignment or R/W monumentation, or PLSS corner monuments.
- No additional field work is required with the use of the LiDAR survey provided under a separate scope.
- No pot-holing is required to locate utilities, or pot-holing will be completed under a separate scope.
• The Right-of-Entry letters used for the LiDAR survey are still applicable.

3.2 **RIGHT-OF-WAY PLANS**
Right-of-way and easement encroachments will be shown on the civil construction plans along the project corridor. Individual sheets will be created for the Ownership Table.

**PRODUCTS AND DELIVERABLES**
• Provide property owner information, assessed acreages, and developed acquisition and permanent easement acreages for insertion to the Ownership Table sheets (assumed 4 sheets with approximately 100 individual properties), and review Ownership Table
• Refer to deliverables for the 75% Design Submittal

**ACHD RESPONSIBILITIES**
• Provide appraisals and right-of-way negotiation for impacted parcels

**ASSUMPTIONS**
• Right-of-Way plans will depict up to 25 parcels with right-of-way and easement takes.

3.3 **MONUMENTATION / RECORD OF SURVEY (NOT INCLUDED)**
Set right-of-way monumentation and property pins for properties in the project corridor where right-of-way acquisitions occur. A record of survey will be filed with Ada County for the monuments placed. This work will be done as an additional service under a supplemental or separate agreement.

3.4 **LEGAL DESCRIPTIONS**
Prepare and write up to forty (40) meets and bounds legal descriptions for the project and include associated figures for each legal description. These descriptions may be used for right-of-way takes, easements, cross-access agreements, or other items as needed by ACHD.

**PRODUCTS AND DELIVERABLES**
• Prepare Legal Descriptions and Figures

**ASSUMPTIONS**
• No more than forty (40) legal descriptions will be needed.
• No revisions to legal descriptions will be required. If a description boundary changes due to property owner request or client direction, the revised boundary description will be considered as an entirely new description.

4.0 **30% DESIGN**
The 30% design phase will consist of development of alternatives and development of the 30% design plans. Prior to beginning the 30% design plans, it is anticipated that the results of the alternatives analysis (including no-build) and stakeholder input will be presented to the ACHD Commission and the Boise City Council with an ACHD staff recommendation for an alternative to move forward with.

Development of the 30% design plans will not begin without ACHD approval.
4.1 ALTERNATIVE OPTIONS ROLL PLOTS

The Consultant will review the project corridor and evaluate the opportunities to implement the stated goals from the adopted Fairview Avenue Corridor Management Strategy. Strategies for this portion of Fairview Avenue include the following:

- Reduce the number of driveways (by closing accesses and combining accesses with cross-access agreements)
- Identify possible frontage/backage/alleys access connections
- Reconstruct driveways to current ACHD standards
- Remove access conflicts near intersections (by installing non-traversable medians the full length of the left turn pockets at intersections; including the north-south streets and provide U-turn pockets)
- Identify possible bus pullout locations with VRT coordination
- Complete bike lane gaps & provide enhancements
- Complete sidewalk gaps – including opportunities for detached sidewalk, ideally where ROW allows and consider location of sidewalk for future (ultimate) cross section
- U-turn pockets at intersections and periodic locations per the Plan
- Green Stormwater Infrastructure (GSI)
- Pedestrian and bicycle crossing enhancements at Allumbaugh St.
- Identify landscape buffer opportunities
- Non-transversable center medians (as an alternative to driveway consolidation)

Consultant will evaluate the feasibility of the above strategies and produce two (2) roll plots. Plan “A” will depict the proposed recommended improvements with cross access and driveway consolidation, sidewalk and pedestrian improvements, and landscaped areas. Plan “B” will depict installing a continuous median with periodic u-turn pockets as an alternative to driveway consolidation.

It is anticipated that the Alternative Options roll plots will be revised up to three times (total of four iterations) to address ACHD and stakeholder feedback. Roll plots will consist of color graphic linework on an aerial photo background. Renderings of selected improvements (created under task 2.12) will be cross-referenced with the plan view roll plots.

PRODUCTS AND DELIVERABLES
- Four (4) iterations of two (2) Conceptual Plan Roll Plots with Proposed Improvements Identified

ASSUMPTIONS
- No design exceptions will be required for this project.

4.2 ALTERNATIVE OPTIONS COST ESTIMATE

Consultant will prepare an Engineer’s Opinion of Probable Cost for each of the proposed Plan “A” and Plan “B” improvements. The cost estimates will be used to evaluate the proposed improvements versus the available funding, thus helping to decide what improvements should be carried forward into construction.
PRODUCTS AND DELIVERABLES

- Four (4) iterations of the Engineer’s Opinion of Probable Cost for Plan “A” and Plan “B” improvements

4.3 **Private Property Concept Designs**

In conjunction with the Small Group and Individual Property Owner Meeting task identified under the Public Involvement section, the consultant will develop concept designs for parking lot circulation and parking for properties where existing access points are proposed to be removed and/or shared. The parking layouts/circulation will be laid out according to current City of Boise design standards (to the extent possible). Standards which cannot be met will be identified for discussion and negotiation with vested parties. Concept level cost estimates will be provided in conjunction with the parking lot concepts.

Opportunities to enhance landscaping and/or stormwater management will be looked at on a conceptual level. Any change to private property will require the owner’s consent.

PRODUCTS AND DELIVERABLES

- Up to sixty (60) Concept Parking Layout and Circulation Plans (8.5”x11” or 11”x17”)
- Up to sixty (60) Concept Level Cost Estimates

ACHD RESPONSIBILITIES

- Direct which properties to provide concept layouts for

ASSUMPTIONS

- Revisions to an existing layout concept will be considered as an entirely new layout against the total.

4.4 **Geotechnical Investigation (Not Included In Scope)**

It is not anticipated that Geotechnical Investigations will be needed for this project. Pavement sections and thicknesses, if required, will be provided by ACHD.

4.5 **Hydraulic/Stormwater Design**

Consultant will coordinate with ACHD maintenance staff to identify any known drainage/irrigation issues within the project corridor. It is assumed that only minor drainage/irrigation improvements will be made, such as relocating an inlet structure or irrigation box. No drainage or capacity analyses and/or reports will be performed by the Consultant. It is assumed that all existing conveyance, treatment, and storage facilities will remain intact.

Consultant will look at low cost opportunities to implement GSI features at a conceptual level for stormwater to handle any issue that ACHD maintenance staff identifies. This information will be included in the communication record and on the alternative options roll plots.

PRODUCTS AND DELIVERABLES

- Record of Communication with ACHD maintenance staff regarding known drainage issues/concerns (pdf)
ASSUMPTIONS

- No Major Irrigation or Drainage Improvements are required. Improvements will be limited to minor relocation of existing structures
- No drainage/capacity analysis or report will be prepared
- If any existing issues are identified by ACHD maintenance staff, the evaluation and rectification of the issues will be performed via a contract supplement
- No License Agreements will be needed with Irrigation Districts
- Private improvements to drainage facilities will be shown on the ACHD plans only if directed and approved by ACHD

4.6 TRAFFIC

Consultant will prepare a traffic circulation analysis for this section of the Fairview Corridor. The analysis will evaluate current level of service (LOS) and will evaluate up to two additional scenarios evaluating the improvements of LOS when a certain number of driveways are eliminated (the number of driveways will be determined at a later date). This information will be supplemented with known available national data to provide a subjective analysis of potential crash reductions and improved traffic performance for alternatives such as driveway consolidation and non-transversable medians. This data will be used to communicate and encourage property owner participation during the public involvement tasks.

PRODUCTS AND DELIVERABLES

- Traffic Circulation Analysis, documenting LOS

ASSUMPTIONS

- No formal, site specific traffic study will be performed for the project.
- Traffic modeling will not be required.
- Analysis results will be based on data such as “% reduction in crashes” and “% reduction in delay” for an access management treatment.
- Crash data will be obtained for the project corridor for the most recent five years available. The data will be examined to determine whether certain locations may be experiencing a disproportionate number of crashes that may be correctable by modifications to the design.
- Traffic count data will come from ACHD. If additional or updated traffic counts are needed, this can be completed through a contract addendum.
- Study will look at existing traffic volumes and will not consider future volumes.

4.7 PEDESTRIAN SIGNAL & LIGHTING IMPROVEMENTS

Consultant will provide a conceptual layout for the proposed pedestrian hybrid beacon (PHB) crossing located at the Allumbaugh/Fairview intersection and will evaluate single and two-staged crossing alternatives. Design will consist of pedestrian and signal pole placement, sidewalk and pedestrian ramp improvements, and pavement markings.

Consultant will also look at the existing light pole locations. Based on a uniform spacing, any potential gaps in lighting will be identified for future analysis. A photometric analysis using the existing light pole locations will be performed (using an assumed luminaire).
PRODUCTS AND DELIVERABLES

- Pedestrian Hybrid Beacon layout
- Photometric analysis of existing lighting

ASSUMPTIONS

- An assumed luminaire (provided by ACHD or Boise) will be used in the photometric analysis.

4.8 ENVIRONMENTAL SCAN

Consultant will provide a limited scan of potential environmental constraints. Scan will consist of reviewing the National Wetland Inventory, reviewing the Threatened and Endangered Species, and coordinating with SHPO to identify any items that are on the historic register. A memo will be prepared to document the results of the scan and identify any potential concerns.

PRODUCTS AND DELIVERABLES

- Environmental Scan Memo (pdf)

ASSUMPTIONS

- Due to the existing built-out nature of the project limits, no environmental concerns are anticipated.

4.9 ALTERNATIVE ANALYSIS MEMO

Consultant will prepare a brief memo that summarizes the results of the alternative analysis completed as a part of the 30% design tasks. This memo will be used to document the features of each alternative, the results of the alternatives analysis, and summarize stakeholder and property owner input on the alternatives. The memo will include a recommendation. The memo will address the following:

- **Stakeholder Input.** Summarize the outreach process and stakeholder input.
- **Access Management.** Summarize existing and proposed access and public road connections, including potential driveway consolidations, driveway relocations, parking / circulation modifications, frontage / backage / alley connections, and proposed left turn / u-turn locations.
- **Right-of-Way.** Summarize anticipated property impacts and right-of-way / easement requirements.
- **Pedestrian and Bicycle Facilities.** Discuss all existing and/or proposed facilities. Include a curb ramp audit report which will document the existing curb ramp conditions, analysis, and recommendations of each curb ramp to meet current and applicable ADA requirements.
- **Pedestrian Crossing and Lighting:** Discuss the need and location of the pedestrian crossing and lighting.
- **Bus Pullouts.** Summarize the proposed locations and associated impacts for bus pull-outs
- **Landscape Buffers / GSI.** Discuss the opportunities and locations to construct landscape buffers and/or GSI features. Discuss the ownership and maintenance of these facilities.
- **Environmental.** Identify any environmental concerns identified during scan.
- **Constructability.** Document any anticipated constructability issues.
- **Costs.** Document opinion of probable construction costs.
- **Crash Reduction.** Anticipated crash reduction from each alternative.
- **Level of Service (LOS) Impact.** Discuss the potential connectivity and LOS improvements along the project limits for automotive, pedestrian, and bicycles.
PRODUCTS AND DELIVERABLES
- Draft Alternative Analysis Memo for review and comment, pdf
- Final Alternative Analysis Memo, pdf

ACHD RESPONSIBILITIES
- Approve the Alternative Analysis Memo

4.10 30% DESIGN PLANS / SUBMITTAL
The 30% design plans will show existing facilities/features (including known utilities) and location and general design features of the selected alternative, including existing and proposed right of way. The 30% design plans will be an approximately 30% complete set of plan sheets based on the alternative options roll plots. The plan set will include roadway plans to depict line and grade of improvements, basic layout of drainage features, parking / circulation layouts, plan view of access management features, and plan view of pedestrian signal and lighting features.

This task includes performing an internal review of all deliverables and preparing the submittal documents. The Consultant will deliver one paper and one PDF copy.

PRODUCTS AND DELIVERABLES
- 30% design plans (11” x 17”; 20 sheets)
- PDFs of all deliverables uploaded to PWA

ACHD RESPONSIBILITIES
- Transmitting plan sets to project team
- Perform internal review of all deliverables

ASSUMPTIONS
- The engineer will adhere to the ISPWC item number process, as well as the Special Provisions (SP), and ACHD’s Standard Special Provisions (SSP).

4.11 REVIEW MEETING
ACHD will review the plans and provide comments to the Consultant prior to the meeting. The Consultant will compile comments on the Comment/Response Matrix and send a draft of the matrix to the Project Manager prior to the meeting. The Consultant will attend the 30% Design Review meeting to discuss review comments. ACHD will make final decisions for conflicting review comments. Consultant will complete the Comment/Response Matrix after the 30% Design Review and submit to ACHD.

PRODUCTS AND DELIVERABLES
- Review Meeting Notes
- Comment/Response Matrix

ACHD RESPONSIBILITIES
- Schedule and host meeting
- Provide Comments – One (1) week prior to the meeting
ASSUMPTIONS

- ACHD will complete the review within two (2) weeks of receiving the 30% Design Submittal.

5.0 75% DESIGN

The Consultant will incorporate comments from the 30% design review and further develop the design and construction plans to an approximately 75% (or more) complete level of detail.

5.1 ROADWAY DESIGN

The roadway design will be developed as necessary to provide adequate information for construction of the new bike lanes, curb, sidewalks, driveway approaches, bus pull-outs, and signal modifications (if any). Non ADA-compliant pedestrian ramps at major intersections and driveway approaches will be proposed for replacement. Refined details of these locations will be completed at 95% Design.

PRODUCTS AND DELIVERABLES

- Refer to deliverables for the 75% Design Submittal
- Utility conflict evaluation

ASSUMPTIONS

- One construction package will be prepared for the proposed improvements.
- Up to eighteen (18) ADA ramps will be proposed for replacement.
- Up to forty (40) driveway approaches will be proposed for replacement and/or elimination.
- Up to four (4) bus pull-out locations will be incorporated.
- A geotechnical evaluation is not required.
- Private improvements to parking lots and driveways will be shown on the ACHD plans.
- No utility potholing is anticipated to be required.

5.2 SIGNING AND STRIPING

Develop signing and striping design in accordance with the MUTCD and applicable state and local laws and ordinances.

PRODUCTS AND DELIVERABLES

- Refer to deliverables for the 75% Design Submittal

ASSUMPTIONS

- The signing and striping design will be shown on the plan and profile sheets and no separate signing and striping plans will be prepared.

5.3 PEDESTRIAN SIGNAL & LIGHTING IMPROVEMENTS

Consultant will develop the plans for the proposed pedestrian hybrid beacon (PHB) crossing located at the Allumbaugh/Fairview intersection. Design will consist of pedestrian and signal pole placement, sidewalk and pedestrian ramp improvements, and pavement markings.

Consultant will develop the design for additional light poles at the locations approved with the 30% Design. Light poles and details not associated with the PHB will be shown on the roadway plans.
PRODUCTS AND DELIVERABLES
- Refer to deliverables for the 75% Design Submittal

5.4 LANDSCAPE BUFFERS
Consultant will develop the design and cost sharing options for landscape buffers at the locations approved with the 30% Design. Landscape buffer locations will be noted on the roadway plans. Plant materials and irrigation details will be shown on detail sheets. Coordinate the choice of plants with Boise City.

PRODUCTS AND DELIVERABLES
- Refer to deliverables for the 75% Design Submittal

ASSUMPTIONS
- Up to thirty (30) parcels will receive landscape buffers.

5.5 CONSTRUCTION STAGING AND ADVANCED SIGNING
Analyze construction traffic control needs and detours for vehicles and pedestrians, including utility relocation needs. Recommend construction schedule (time of year and duration), and incentive provisions. Highlight events and holiday traffic issues. Prepare construction staging/phasing plans and the advanced construction signing sheet.

Maintenance of bicycle and pedestrian facilities during construction shall be addressed during the design. If accessible facilities are present prior to construction, the routes must be maintained to ADA standards during construction or a determination made that such action is cost or time prohibitive or otherwise infeasible. The construction staging and advanced signing plan will incorporate pedestrian and bicycle crossing plans.

The construction staging and signing plans will be presented to the CAC for review, so their comments/concerns can be incorporated to the extent practical thus minimizing that anticipated impacts to businesses during construction.

PRODUCTS AND DELIVERABLES
- Prepare construction staging and advanced construction signing sheet (including pedestrian & bicycle)

ASSUMPTIONS
- Detailed construction traffic control plans will not be prepared.

5.6 75% DESIGN SUBMITTAL
This task includes performing an internal review of all deliverables and preparing the submittal documents. A cost estimate shall be based on a combination of the most current bid history as provided/approved by ACHD and engineering judgment. The Consultant will deliver one paper and one PDF copy.

PRODUCTS AND DELIVERABLES
- Perform internal review of all deliverables
• 11”x17” 75% Design plans (47 sheets)
  o Title Sheet
  o Typical Sections (2 sheets)
  o Roadway Plan and Profile Sheets – Including stormwater/irrigation profiles (13 sheets)
  o Roadway Design Detail Sheets (2 sheets)
  o Storm Drainage/Irrigation Detail Sheet (1 sheet)
  o PHB Signal & Lighting Plans (3 sheets)
  o Signing and Striping Sheets (13 sheets)
  o Landscape Buffer/Irrigation Details (8 sheets)
  o General Construction Staging/Phasing Plans/Utility Phasing Plans (2 sheets)
  o Advanced Construction Signing (2 sheets)
• 75% Cost Estimate on ACHD provided spreadsheet
• 75% ROW Required Square Footage (ROW, TE, PE) by Parcel (ROW Requirements Table)
• PDFs of all deliverables uploaded to PWA

ACHD RESPONSIBILITIES
• Transmitting plan sets to irrigation districts, utility companies, and local agencies
• Perform internal review of all deliverables

ASSUMPTIONS
• No major irrigation or drainage improvements are required.

5.7 75% REVIEW MEETING
ACHD will review the plans and provide comments to the Consultant prior to the meeting. The Consultant will compile comments on the Comment/Response Matrix and send a draft to the Project Manager prior to the meeting. The Consultant will attend the 75% Design Review meeting to discuss review comments. ACHD will make final decisions for conflicting review comments. Consultant will complete the Comment/Response Matrix after the 75% Design Review meeting and submit to ACHD.

The Consultant will also attend a plan-in-hand field review meeting and prepare notes summarizing field review comments and decisions made.

PRODUCTS AND DELIVERABLES
• Review Meeting Notes
• Comment/Response Matrix
• Plan-in-Hand Field Review Meeting Notes

ACHD RESPONSIBILITIES
• Schedule and Host plan in hand meeting
• Schedule and Host review meeting
• Provide Comments – One (1) week prior to the review meeting

ASSUMPTIONS
• ACHD will complete the review within two weeks of receiving the 75% Design Submittal.
6.0 95% DESIGN
Make modifications based on 75% Design review comments. Verify adherence to applicable commitments and agreements; prepare quantities, and special provisions. The 95% Design plans will clearly indicate the required phasing of the work; which existing systems and utilities will be maintained during construction; how and to what extent existing utilities will be relocated and how existing and/or new utilities will connect to and serve the project.

- Compute and finalize quantities
- Finalize Roadway Design Sheets
  - Finalize all work on roadway plan package including utilities
  - Finalize Signing and Striping design
  - Revise sheets according to comments from field review
- Finalize Traffic Control Plans
  - Set up phasing and traffic control details based on construction activities for each phase and type of work
- Prepare Right-of-Way plans
- Prepare Special Provisions
- Prepare construction details
- Ensure compliance with ADA Standards

6.1 ROADWAY DESIGN
Make revisions based on 75% Design review comments. Compute and finalize quantities. Finalize all work on roadway plan package including utilities.

Consultant will finish individual design details for each of the proposed pedestrian ramp locations and driveway locations within the project limits (see 75% Design). The design details will provide finish grade elevations at key points on pedestrian ramps. Details shall label key points with a point number tag, and each detail shall have a table that provides elevation, location, and description for each point. Proposed pedestrian ramps will be designed to conform to current ADA guidelines.

PRODUCTS AND DELIVERABLES
- Refer to deliverables for the 95% Design Submittal

6.2 SIGNING AND STRIPING
The Consultant will finalize the signing and striping design in accordance with the MUTCD and applicable state and local laws and ordinances. Make modifications based on 75% design review comments.

PRODUCTS AND DELIVERABLES
- Refer to deliverables for the 95% Design Submittal

6.3 PEDESTRIAN SIGNAL & LIGHTING IMPROVEMENT
The Consultant will finalize the PHB signal and lighting plans and make modifications based on 75% design review comments.

PRODUCTS AND DELIVERABLES
- Refer to deliverables for the 95% Design Submittal
6.4 **Landscape Buffers**
The Consultant will finalize the landscape buffer plans and make modifications based on 75% design review comments.

**Products and Deliverables**
- Refer to deliverables for the 95% Design Submittal

6.5 **Construction Staging and Advanced Signing**
The Consultant will finalize the construction staging and advanced signing plans and make modifications based on 75% design review comments. Typical traffic control details will be developed.

**Products and Deliverables**
- Refer to deliverables for the 95% Design Submittal

**Assumptions**
- Detailed construction traffic control plans will not be prepared.

6.6 **Permits (Not Included)**
Permits are not anticipated for this project and therefore are not included as a part of this scope of work. If permits are found necessary, the work will be performed through a contract addendum.

6.7 **Utility Coordination**
It is assumed that ACHD will provide all major utility coordination efforts within the project corridor. The Consultant will analyze and adjust the project plans to avoid any unnecessary conflicts with utilities. Any necessary utility conflicts will be identified and communicated on the 95% Design plans for ACHD to coordinate with the impacted owner. ACHD will coordinate all the utility relocation needs with the associated utilities. It is anticipated that the roadway plan sheets will have sufficient space to clearly show any necessary utility relocations. Therefore, separate utility sheets will not be prepared.

**Products and Deliverables**
- Show utilities on project construction plans based on utility provided maps
- Identify utilities that have potential conflicts with the proposed utilities
- Refer to deliverables for the 95% Design Submittal

**ACHD Responsibilities**
- Provide utility facility maps to consultant
- Coordinate all relocations and agreements with utility companies and irrigation districts

**Assumptions**
- Underground utilities will not be located.
- Potholing is not required.
- Proposed utilities will not be depicted in the project design plans or construction documents.
6.8  **SPECIFICATIONS**
Provide special provisions that modify the Idaho Standards for Public Works Construction (ISPWC) and the ACHD Supplemental Provisions as needed. Utilize current ACHD Standard Special Provisions (SSP’s) in the development of the special provisions.

**PRODUCTS AND DELIVERABLES**
- Refer to deliverables for the 95% Design Submittal

6.9  **STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**
The Consultant will prepare a preliminary SWPPP based on Best Management Practices and the current Construction General Permit. The SWPPP will include a narrative and Sediment and Erosion Control plan sheets displaying temporary erosion and sediment control measures.

**PRODUCTS AND DELIVERABLES**
- Refer to deliverables for the 95% Design Submittal

6.10  **95% DESIGN SUBMITTAL**
This task includes performing an internal review of all deliverables and preparing the submittal documents. The Consultant will deliver one paper and one PDF copy.

**PRODUCTS AND DELIVERABLES**
- Perform internal review of all deliverables
- 11”x17” 95% design plans (65 sheets)
  - Title Sheet
  - Typical Sections (2 sheets)
  - Roadway Plan and Profile Sheets (13 sheets)
  - ADA Pedestrian Ramp / Driveway Profile Sheets (10 sheets)
  - Detail Sheets (2 sheets)
  - Stormwater / Irrigation Details (1 sheet)
  - PHB Signal & Lighting Plans (3 sheets)
  - Signing and Striping Sheets (13 sheets)
  - Landscape Buffer/Irrigation Details (8 sheets)
  - Temporary Traffic Control Details (vehicle, bicycle, pedestrian, and transit facilities) (4 sheets)
  - General Construction Staging/Phasing Plans/Utility Phasing Plans (2 sheets)
- Advanced Construction Signing (2 sheets) 95% ROW Required Square Footage (ROW, TE, PE) by Parcel (ROW Requirements Table) (4 sheets)
- Sediment and Erosion Control Plans (13 sheets – shown on Roadway Plans)
- Special Provisions
- Storm Water Pollution Prevention Plan (SWPPP) Report (1 copy)
- 95% Cost Estimate on ACHD provided spreadsheet
- 75% design Plans and estimate with ACHD comments
- 75% Comment/Response Matrix
- PDFs of all deliverables uploaded to PWA
ACHD RESPONSIBILITIES

- Review 95% Design Submittal
- Transmit plans to all interested parties

6.11 95% REVIEW MEETING

ACHD will review the 95% Design Submittal and provide comments prior to the meeting. Consultant will compile comments on the Comment/Response Matrix and send a draft to the Project Manager prior to the meeting. The Consultant will attend the 95% Design Review meeting to discuss review comments. ACHD will make final decisions for conflicting review comments. Consultant will complete the Comment/Response Matrix after the 95% Design Review meeting and submit to ACHD.

PRODUCTS AND DELIVERABLES

- Review Meeting notes
- Comment/Response Matrix

ACHD RESPONSIBILITIES

- Schedule and Host review meeting
- Provide Comments – One (1) week prior to the meeting

ASSUMPTIONS

- ACHD will complete the review within two weeks of receiving the 95% Design Submittal.

7.0 99% DESIGN

7.1 FINALIZE PLANS FOR RIGHT-OF-WAY ACQUISITION

The Consultant will incorporate comments from the 95% Design review meeting into the 99% Design submittal documents and perform an internal review. The plans will be finalized for right-of-way acquisition and legal descriptions will be written (as performed under the Survey Task).

PRODUCTS AND DELIVERABLES

- One set of 24” x 36” construction plans (65 sheets) signed and sealed by a Professional Engineer registered in the State of Idaho
  - ROW Required Square Footage (ROW, TE, PE) by Parcel (ROW Requirements Table), signed and sealed by a Professional Land Surveyor registered in the State of Idaho; incorporated into the construction plans (4 sheets)
- Two (2) 11”x17” bond set copies of the construction plans (61 sheets)
- PDF of construction plans (61 sheets) signed and sealed by a Professional Engineer and/or Professional Land Surveyor registered in the State of Idaho
- One PDF set of legal descriptions with exhibits for takes and permanent easements, signed and sealed by a Professional Land Surveyor registered in the State of Idaho.
- One PDF set of cross sections to include elevation changes at each driveway
- PDF Special Provisions, signed and sealed by a Professional Engineer registered in the State of Idaho
- Storm Water Pollution Prevention Plan (SWPPP) Report (1 copy)
- 99% Cost Estimate on ACHD provided spreadsheet
• 95% Design plans and reports with ACHD comments
• 95% Comment/Response Matrix
• 95% Right-of-Way Plans with ACHD comments
• PDFs of all deliverables uploaded to PWA
• All native files including CAD (insert and bind all x-refs into one CAD file) files uploaded to PWA

8.0 100% BID DOCUMENTS
The consultant will provide support during right of way acquisition and make changes to construction and right of way plans as requested by ACHD Project Manager. The Consultant will incorporate changes made during right-of-way negotiations into the plans.

PRODUCTS AND DELIVERABLES
• Complete Bid Package
  o 100% Plans
  o 100% Specifications
  o 100% Cost Estimate on ACHD provided spreadsheet
  o Updated plan view display board from 99% submittal (11”x17” PDF(s))
• PDFs of all deliverables uploaded to PWA
• All native files including CAD (insert and bind all x-refs into one CAD file) files uploaded to PWA

ACHD RESPONSIBILITIES
• Provide Consultant with a copy of all negotiated right-of-way contract terms

ASSUMPTIONS
• The Consultant will adhere to the ISPWC item number process, as well as the Special Provisions (SP), and ACHD’s Standard Special Provisions (SSP).
• Changes will be limited to ten (10) parcels or less.

9.0 PROJECT SUPPLEMENTAL TASKS
It is expected that this project will have additional needs arise throughout the course of the project that are not currently anticipated. This task provides the ACHD Project Manager a way to direct the Consultant to perform additional work as needed. Some examples of additional work may include:

• Attending additional property owner meetings
• Providing a Hydrologic Evaluation / Analysis
• Traffic Analyses and Reporting
• Revising the final design documents to reflect right-of-way negotiation
• Bid Support
• Other items as the ACHD PM may direct

No work will be performed under this task without specific written (email) authorization from the ACHD PM with a documented man-hour estimation provided by the Consultant.
10.0 CONSTRUCTION ENGINEERING (NOT INCLUDED)

This task addresses engineering support during the construction phases of the project and the record of survey which occurs after construction is complete. ACHD will utilize the engineer on a time and materials basis. This work is not included in this contract and, if required, will be included in a supplemental or separate contract as additional services.
Appendix A

VISUALIZATION STILL IMAGES RENDERINGS
Task 2.10 – Products & Deliverables #1

The goal and intent of this project is to provide business access modifications along Fairview Avenue, between Orchard Street and North Cole Road. The numerous individual access drives off of Fairview Avenue are unsafe and difficult to navigate. This project seeks to combine access points where feasible, and provide safe and efficient vehicular and pedestrian traffic patterns along this road. The Langdon Group (TLG) will address the public involvement portion of this project and help facilitate the various business owners in coming to an agreement regarding the solutions proposed by the Engineer. The JUB Landscape Architects’ role is to assist TLG in this process by providing 3D graphic renderings which will help individuals visualize how things might look with these proposed changes. Our specific approach and associated fees for accomplishing this task are as follows:

SCOPE OF WORK

1. **Before and After Plans** – Prepare a rendered existing base plan showing all current conditions: access drives, parking, sidewalks, street striping, landscaping, tree locations, business and traffic signs, light signals, etc. Based on the engineer’s proposed solutions, prepare a rendered plan showing how the new proposed conditions might look once the design improvements have been implemented.

2. **Prepare 3D Model** – J-U-B will prepare a 3D model of Fairview Avenue, from Orchard Street to North Cole Road. This model will show curb and gutter, sidewalks, road striping, property lines, large business and traffic signs, street lights, landscape areas, trees, and basic building forms. Building details will be eliminated and the basic building shapes and forms will be shown. This model will show access and parking conditions as they are proposed in the design solutions.

3. **Design Solution Renderings** – From the created model, 3D still images will be prepared which illustrate the new access points and how various businesses may share in the reduction of overall driveways. Walks will be shown as they might be completed, along with any required stripped bicycle lanes that are laid out on the road. The angle, perspective, and size of each rendering shall be coordinated with each access point, and designed to best illustrate how the businesses will share ingress and egress, and parking.

4. **Deliverables** – Up to 50 separate renderings will be developed in sketch style (still shots from the model). These are not intended to be photorealistic. They will be in color, and show all proposed access points and the properties they are intended to serve. Renderings will be in pdf format.

ASSUMPTIONS

In order to efficiently create the 3D model needed to develop the required renderings, the following assumptions have been made:

1. The Engineer will provide an electronic base map, in AutoCAD format, which will show the following existing and proposed elements:
a. curb and gutter
b. sidewalks
c. lane striping on all paved surfaces
d. individual property lines
e. large signs, both business and traffic
f. street light locations
g. landscape areas, including all trees
h. building footprints for all building along the street frontage

2. The AutoCAD line work shall consist of clean, connected lines so that additional drafting to correct line format is not needed.

3. All proposed features, including new drives, removal of existing landscape or other features, proposed striping, lane widening, bicycle lanes, etc. shall be shown in the AutoCAD drawings.

4. The Engineer shall also provide a properly scaled aerial photograph in the AutoCAD drawing, placed so as to correspond with the existing line work shown in the drawing. The aerial photograph shall be as recent as is reasonably obtainable.

5. Any of the above information not furnished shall have to be added to the AutoCAD drawings by the Landscape Architects on a time-plus-materials basis.
### A1 PARAMETRIX LABOR

<table>
<thead>
<tr>
<th>Staff</th>
<th>Hours</th>
<th>Labor Rate</th>
<th>Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>212</td>
<td>$190.00</td>
<td>$40,280.00</td>
</tr>
<tr>
<td>Senior Engineer</td>
<td>283</td>
<td>$165.00</td>
<td>$46,695.00</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>875</td>
<td>$135.00</td>
<td>$118,125.00</td>
</tr>
<tr>
<td>Technician</td>
<td>1152</td>
<td>$95.00</td>
<td>$109,440.00</td>
</tr>
<tr>
<td>Surveyor</td>
<td>174</td>
<td>$120.00</td>
<td>$20,880.00</td>
</tr>
<tr>
<td>Admin</td>
<td>132</td>
<td>$65.00</td>
<td>$8,580.00</td>
</tr>
</tbody>
</table>

Subtotal 2828 $344,000.00

### A2 PARAMETRIX DIRECT EXPENSE

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Amount</th>
<th>Unit Cost</th>
<th>Estimated Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing ($)</td>
<td>$875.00</td>
<td>LS</td>
<td>$875.00</td>
</tr>
</tbody>
</table>

Subtotal $875.00

Parametrix Total $344,875.00

### B1 LANGDON GROUP LABOR

<table>
<thead>
<tr>
<th>Staff</th>
<th>Hours</th>
<th>Labor Rate</th>
<th>Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Involve PM</td>
<td>441</td>
<td>$155.00</td>
<td>$68,355.00</td>
</tr>
<tr>
<td>Public Facilitator</td>
<td>235</td>
<td>$90.00</td>
<td>$21,150.00</td>
</tr>
<tr>
<td>Senior Admin</td>
<td>66</td>
<td>$85.00</td>
<td>$5,610.00</td>
</tr>
<tr>
<td>Senior Landscape Architect</td>
<td>14</td>
<td>$130.00</td>
<td>$1,820.00</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>152</td>
<td>$100.00</td>
<td>$15,200.00</td>
</tr>
</tbody>
</table>

Subtotal 908 $112,135.00

### B2 LANGDON GROUP DIRECT EXPENSE

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Amount</th>
<th>Unit Cost</th>
<th>Estimated Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage (miles)</td>
<td>750</td>
<td>$0.56</td>
<td>$420.00</td>
</tr>
</tbody>
</table>

Subtotal $420.00

Langdon Group Total $112,555.00

### TOTAL PROJECT COST SUMMARY

- **TOTAL PROJECT LABOR COST**: $456,135.00
- **TOTAL PROJECT DIRECT EXPENSE COST**: $1,295.00
- **TOTAL PROJECT CONTINGENCY COST**: $12,500.00
- **TOTAL PROJECT COST**: $469,930.00
## 1.0 GENERAL PROVISIONS

### 1.1 Progress Meetings
- **Kick-Off Meeting**: 8 hours
- **Monthly Meetings and Agendas (15)**: 60 hours
- **Draft & Final Meeting Summary (15)**: 15 hours

### 1.2 Project Administration
- **Project Management & Coordination with ACHD**: 75 hours
- **Time-Scaled Logic Diagram (15)**: 19 hours
- **Monthly Invoices (15)**: 96 hours

### General Provisions Subtotal

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parametrix</td>
<td>156</td>
</tr>
<tr>
<td>Langdon Group</td>
<td>4</td>
</tr>
<tr>
<td>PMX Expense</td>
<td>60</td>
</tr>
<tr>
<td>TLG Expense</td>
<td>61</td>
</tr>
<tr>
<td>Contingency</td>
<td>14</td>
</tr>
</tbody>
</table>

## 2.0 PUBLIC INVOLVEMENT

### 2.1 Needs Assessment
- Needs Assessment Document & Update: 27 hours

### 2.2 Community Groups and Key Stakeholders
- Contact Meetings and Agendas/Questions (20): 98 hours
- **Meeting Summary (20)**: 12 hours

### 2.3 Stakeholder Project Information Handout
- **Prepare Project Information Handout**: 15 hours

### 2.4 Update Stakeholder Database and Supporting Project Committees
- **Update Stakeholder Database**: 26 hours
- **Maintain Stakeholder Database**: 20 hours
- **Monthly Report of Stakeholder Contacts**: 4 hours

### 2.5 Community Advisory Committee
- **Define CAC Membership & Roles**: 7 hours
- **CAC Meeting Notifications & Communication**: 11 hours
- **CAC Meeting Materials Prep (Agenda, Display, etc.)**: 26 hours
- **CAC Meetings (4)**: 36 hours
- **Meeting Summary (4)**: 12 hours

### 2.6 Technical Meetings (Deleted From Scope)
- **N/A**: 0 hours

### 2.7 Project Information Materials
- **Project Information Handout with (maps)**: 23 hours

### 2.8 Provide Materials for Electronic Outreach
- **Provide Project Webpage & Social Media Materials**: 28 hours
- **Set up Meetings & Agendas**: 86 hours
- **Prepared Materials (Handouts, Display Boards, etc.)**: 10 hours
- **Meetings (80)**: 320 hours
- **Visualization Still Image Renderings (60)**: 181 hours
- **Meeting Summary**: 100 hours
<table>
<thead>
<tr>
<th>Labor Hour Estimate</th>
<th>Total Task Hours</th>
<th>Parametrix</th>
<th>Langdon Group</th>
<th>PMX Expense</th>
<th>TLG Expense</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Project Manager</td>
<td>Senior Engineer</td>
<td>Project Engineer</td>
<td>Technician</td>
<td>Surveyor</td>
</tr>
<tr>
<td>2.11 Public Meetings</td>
<td></td>
<td>17</td>
<td>12</td>
<td>8</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Door to Door Notification</td>
<td>17</td>
<td>12</td>
<td>8</td>
<td>5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Draft Displays for PIM</td>
<td>60</td>
<td>24</td>
<td>2</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Displays for PIM</td>
<td>24</td>
<td>8</td>
<td>10</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIM #1</td>
<td>30</td>
<td>8</td>
<td>10</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIM #2</td>
<td>26</td>
<td>8</td>
<td>10</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.12 Presentation to ACHD Commissioners</td>
<td></td>
<td>14</td>
<td>2</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation Materials</td>
<td>14</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commission Meeting Attendance</td>
<td>12</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.13 Media Relations</td>
<td></td>
<td>25</td>
<td>2</td>
<td>6</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Aid/Prepare Media Releases (3)</td>
<td>25</td>
<td>12</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Involvement Subtotal</td>
<td>1240</td>
<td>32</td>
<td>0</td>
<td>261</td>
<td>84</td>
<td>0</td>
</tr>
</tbody>
</table>

### 3.0 LOCATION, SURVEY AND MAPPING

#### 3.1 Existing Right-of-Way / Utility Base Map
- Identify Parcels & Request Title Reports (35 Parcel) | 6 | 4 | 2 |
- Research RDS, Plats, Deeds, & Other Data | 6 | 6 |
- Build ROW Drawing | 72 | 12 | 60 |
- Build Utility Base Map | 6 | 4 | 4 |

#### 3.2 Right-of-Way Plans
- Ownership Tables (4 sheets, 100 Parcels) | 24 | 16 | 8 |
- 75% Design Plans with ROW Takes (25 Parcels) | 24 | 16 | 4 |
- 95% Design Plans with ROW Takes (25 Parcels) | 24 | 8 | 4 |
- 99% Design Plans with ROW Takes (25 Parcels) | 24 | 8 | 2 |

#### 3.3 Monumentation / Record of Survey (NIC)
- N/A | 0 |

#### 3.4 Legal Descriptions
- Legal Descriptions & Exhibits (40) | 124 | 40 | 80 | 4 | $25 |

#### 3.5 Location Surveying and Mapping Subtotal
- Location Surveying and Mapping | 290 | 0 | 0 | 8 | 108 | 170 | 4 | 0 | 0 | 0 | 0 | $25 | 0 | 50 |

### 4.0 30% Design

#### 4.1 Alternative Options Roll-Plots
- Develop Roll Plots | 108 | 12 | 32 | 64 |
- Revise Roll Plots (3x each) | 36 | 4 | 8 | 24 |

#### 4.2 Alternative Options Cost Estimate
- Develop Plan "A" and Plan "B" Cost Estimates | 20 | 10 |
- Revise Cost Estimates (3x each) | 20 | 10 |

#### 4.3 Private Property Concept Designs
- Concept Parking Layout & Circulation Plans (60) | 255 | 15 | 120 | 120 |
- Cost Estimates (60) | 30 | 30 |

#### 4.4 Geotechnical Investigation (NIC)
- N/A | 0 |

#### 4.5 Hydraulic / Stormwater Design
- Evaluate Existing System (Talk to ACHD Maintenance) | 4 | 4 |
- Concept GSI Drainage Designs | 16 | 16 |
## Labor Hour Estimate

<table>
<thead>
<tr>
<th>Task Category</th>
<th>Total Task Hours</th>
<th>Parametrix</th>
<th>Langdon Group</th>
<th>PMX Expense</th>
<th>TLG Expense</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Project Manager</td>
<td>Senior Engineer</td>
<td>Project Engineer</td>
<td>Technician</td>
<td>Surveyor</td>
</tr>
<tr>
<td>4.6 Traffic</td>
<td></td>
<td>4</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>6</td>
<td>32</td>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td>4.7 Pedestrian Signal &amp; Lighting Improvements</td>
<td></td>
<td>16</td>
<td>8</td>
<td>8</td>
<td>16</td>
<td>24</td>
</tr>
<tr>
<td>4.8 Environmental Scan</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>4.9 Alternative Analysis Memo</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>4.10 30% Design Plans / Submittal</td>
<td></td>
<td>160</td>
<td>60</td>
<td>100</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>4.11 Review Meeting</td>
<td></td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>5.0 75% Design</td>
<td></td>
<td>891</td>
<td>10</td>
<td>61</td>
<td>161</td>
<td>344</td>
</tr>
<tr>
<td>5.1 Roadway Design</td>
<td></td>
<td>40</td>
<td>10</td>
<td>30</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>5.2 Signing and Striping</td>
<td></td>
<td>24</td>
<td>12</td>
<td>12</td>
<td>24</td>
<td>12</td>
</tr>
<tr>
<td>5.3 Pedestrian Signal &amp; Lighting Improvements</td>
<td></td>
<td>24</td>
<td>6</td>
<td>18</td>
<td>24</td>
<td>6</td>
</tr>
<tr>
<td>Labor Hour Estimate</td>
<td>Total Task Hours</td>
<td>Parametrix</td>
<td>Langdon Group</td>
<td>PMX Expense</td>
<td>TLG Expense</td>
<td>Contingency</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
<td>------------</td>
<td>---------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Manager</td>
<td>Senior Engineer</td>
<td>Project Engineer</td>
<td>Technician</td>
<td>Surveyor</td>
</tr>
<tr>
<td>5.4 Landscape Buffers</td>
<td></td>
<td>64</td>
<td>32</td>
<td>8</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>48</td>
<td>32</td>
<td>8</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5.5 Construction Staging and Advanced Signing</td>
<td></td>
<td>64</td>
<td>32</td>
<td>8</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>4</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>5.6 75% Design Submittal</td>
<td></td>
<td>2</td>
<td>4</td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>500</td>
<td>12</td>
<td>56</td>
<td>126</td>
<td>302</td>
</tr>
<tr>
<td>6.0 95% Design</td>
<td></td>
<td>65</td>
<td>13</td>
<td>52</td>
<td>13</td>
<td>52</td>
</tr>
<tr>
<td>6.1 Roadway Design</td>
<td></td>
<td>40</td>
<td>10</td>
<td>30</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>6.2 Signing and Striping</td>
<td></td>
<td>24</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>6.3 Pedestrian Signal &amp; Lighting Improvements</td>
<td></td>
<td>6</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>6.4 Landscape Buffers</td>
<td></td>
<td>16</td>
<td>4</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>6.5 Construction Staging and Advanced Signing</td>
<td></td>
<td>24</td>
<td>6</td>
<td>18</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>4</td>
<td>8</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6.6 Permits (Not Included)</td>
<td></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>6.7 Utility Coordination</td>
<td></td>
<td>12</td>
<td>4</td>
<td>8</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6.8 Specifications</td>
<td></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>6.9 Storm Water Pollution Prevention Plan (SWPPP)</td>
<td></td>
<td>24</td>
<td>2</td>
<td>8</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td>4</td>
<td>12</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>
## Labor Hour Estimate

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Total Task Hours</th>
<th>Parametrix</th>
<th>Langdon Group</th>
<th>PMX Expense</th>
<th>TLG Expense</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project</td>
<td>3736</td>
<td>212</td>
<td>283</td>
<td>875</td>
<td>1152</td>
<td>174</td>
</tr>
</tbody>
</table>

### 6.10 95% Design Submittal
- Cost Estimate: 12
- QC Review: 64
- Submit Plans to ACHD: 10

### 6.11 95% Review Meeting
- Comment / Response Matrix: 8
- Review Meeting (with Notes): 8

**95% Design Subtotal:** 308

### 7.0 99% Design
- Incorporate 95% Design Review Comments: 48
- QC Review: 24
- Submit Plans to ACHD: 10

**99% Design Subtotal:** 20

### 8.0 100% Bid Documents
- Review ROW Contracts for Plan Conformance: 8
- Update Plans per ROW Contracts (10 Parcels): 24
- QC Review: 8
- Submit Plans to ACHD: 10

**100% Bid Documents Subtotal:** 20

### 9.0 Project Supplemental Tasks
- Allotted Budget: 0

**Project Supplemental Tasks Subtotal:** 0

### 10.0 Construction Engineering (Not Included)
- N/A

**Construction Engineering Tasks Subtotal:** 0

**PROJECT TOTAL**