



Our vision of Coeur d'Alene is of a beautiful safe city
that promotes a high quality of life and sound economy
through excellence in government

GENERAL SERVICES/PUBLIC WORKS COMMITTEE

with

Council Members Wood, Evans, English

February 8, 2021, 12:00 p.m.

AGENDA

*****ITEMS LISTED BELOW ARE CONSIDERED TO BE ACTION ITEMS**

- Item 1 Approval of a Professional Services Agreement with JUB Engineers, Inc., in the Amount of \$453,449.00, for the Sewer Collection System Master Plan Update – Mike Becker, Capital Program Manager, Wastewater Utility Department

- Item 2 Adoption of the 2021 Parks and Recreation Master Plan – Monte McCully, Trails Coordinator, Parks and Recreation Department

- Item 3 V-20-05 Vacation of Alley Right-of-Way Located in the Final Plat of Shaw's Subdivision in the City of Coeur d'Alene – Dennis J. Grant, Engineering Project Manager

- Item 4 V-20-01 Vacation of a Portion of Excess Seltice Way Right-of-Way Adjoining the Southerly Boundary of the Coeur d'Alene Honda Auto Dealership & Tax # 3599 in the City of Coeur d'Alene – Dennis J. Grant, Engineering Project Manager

**Library Community Room
702 Front Avenue**

The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 24 hours in advance of the meeting date and time.

**GENERAL SERVICES/PUBLIC WORKS
STAFF REPORT**

DATE: February 8, 2021

FROM: Mike Becker, Capital Programs Manager, WW Department

SUBJECT: Professional Services Agreement for the Sewer Collection System Master Plan Update with JUB Engineers, Inc.

DECISION POINT: Should Council authorize the Wastewater Department (WW) to execute an agreement with JUB Engineers, Inc., for Professional Services associated with the Wastewater Department's Sewer Collection System Master Plan Update at a cost of **\$\$453,449.00?**

HISTORY: The Sewer Collection System Master Plan (SMP) is a comprehensive study of the City's public sewerage conveyance system under existing, committed and future flow conditions. Since 2002, it has been a vital tool used by the WW to:

- Update the City's Geographic Information System (GIS) Mapping for optimizing WW Operation and Maintenance (O&M) of the City's sewer Infrastructure.
- Prioritize annual rehabilitation and replacement projects of the City's aging sewer infrastructure.
- Identify possible stormwater inflow sources and provide remediation recommendations.
- Calibrate and hydraulically model sewer flows for existing conditions (current flows), near-term conditions (committed or reserved flows for vacant areas within the City), and long-term conditions (future flows for areas outside of City Limits but within the Area of City Impact).
- Identify capacity limitations within the City's sewer infrastructure and recommend cost-effective upsizing or rerouting solutions.
- Assist the WW in subdivision and project development sewer infrastructure planning and design.
- Supplement the WW's Treatment Plant Facility Plan by others and identify treatment facility upgrade projects due to changes in sewer flows and constituents.
- Aid in developing the WW annual budget.
- Develop a comprehensive Capital Improvement Plan (CIP) for the next 5 to 10 years.

This SMP Update will incorporate the information from the Armstrong Property Development (Lakeside Development Group) model and the City's latest Comprehensive Zoning Map. It will also incorporate the City's sewer infrastructure from developments since 2012 and is intended to replace the currently adopted 2013 SMP.

FINANCIAL ANALYSIS: A summary list of the tasks and costs are summarized and presented in the following table:

TASK	DESCRIPTION	AMOUNT
100	Collections System Master Plan Update (Lump Sum)	\$266,078
200	Flow Monitoring (T&M)	\$131,531
999	Additional Services (T&M)	\$55,840

Total: **\$453,449**

This project will take two (2) years to complete. WW budgeted \$200,000 within the current FY 2020/2021 Financial Plan under #031-022-4352-7902 and WW will budget the remainder of the contract price in FY 2021/2022. A copy of the proposed Professional Services Agreement (PSA) defining the Scope of Services, Basis of Fee, and Schedule (Exhibit A) is attached for review.

PERFORMANCE ANALYSIS: JUB Engineers, Inc., is uniquely qualified to perform the hydraulic modelling and reporting for this SMP Update project. Subsequently, JUB was selected for this project in accordance with Idaho Statute § 67-2320(4) that allows for the City to negotiate a new professional services contract for an associated or phased project. This project is a continuation of the last four (4) previous SMP updates where JUB has already collected, compiled, and built the hydraulic model using Info-SWMM® modelling software.

DECISION POINT/RECOMMENDATION: Council should authorize the Wastewater Department (WW) to execute an agreement with JUB Engineers, Inc., for Professional Services associated with the Wastewater Department's Sewer Collection System Master Plan Update at a cost of **\$453,449.00**.

PROFESSIONAL SERVICES AGREEMENT

between

CITY OF COEUR D'ALENE

and

J-U-B ENGINEERS, INC.

for

2021 COLLECTION SYSTEM MASTER PLAN UPDATE

THIS Agreement is made and entered into this ____ day of _____, 2021, between the CITY OF COEUR D'ALENE, Kootenai County, Idaho, a municipal corporation organized and existing under the laws of the state of Idaho, hereinafter referred to as the "City," and J-U-B Engineers, Inc., a corporation duly organized and existing in the state of Idaho, with its principal place of business at 2760 W. Excursion Ln, STE 400, Meridian, Idaho, hereinafter referred to as the "Consultant."

WITNESSETH:

Section 1. Definitions.

In this agreement:

A. The term "City" means the city of Coeur d'Alene, 710 Mullan Avenue, Coeur d'Alene, Idaho 83814.

B. The term "Consultant" means J-U-B Engineers, Inc., 7825 Meadowlark Way, Coeur d'Alene, Idaho 83815.

C. The term "Mayor" means the mayor of the city of Coeur d'Alene or his authorized representative.

Section 2. Employment of Consultant. The City hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereinafter set forth.

Section 3. Scope of Services.

A. The Consultant shall perform the services described in the Scope of Services attached hereto and incorporated herein by reference as Exhibit "A".

B. Area Covered: The Consultant shall perform all the necessary services provided under this Agreement respecting the tasks set forth in the Scope of Services.

Section 4. Personnel.

A. The Consultant represents that it has or will secure at its own expense all personnel required to perform its services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.

B. All of the services required hereunder will be performed by the Consultant and/or their subcontractors whereas all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services.

C. The Consultant agrees to maintain Worker's Compensation coverage on all employees, including employees of subcontractors, during the term of this Agreement as required by Idaho Code Sections 72-101 through 72-806. Should the Consultant fail to maintain such insurance during the entire term hereof, the Consultant shall indemnify the City against any loss resulting to the City from such failure, either by way of compensation or additional premium liability. The Consultant shall furnish to the City, prior to commencement of the work, such evidence as the City may require guaranteeing contributions which will come due under the Employment Security Law including, at the option of the City, a surety bond in an amount sufficient to make such payments.

Section 5. Time of Performance.

The services of the Consultant shall commence upon execution of this Agreement by the Mayor and shall be completed per Exhibit A – Scope of Service, Basis of Fee, and Schedule. The period of performance may be extended for additional periods only by the mutual written agreement of the parties.

Section 6. Compensation.

A. Subject to the provisions of this Agreement, the City shall pay the Consultant per Exhibit A – Scope of Service, Basis of Fee, and Schedule, unless authorized in writing by the City.

B. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, use of facilities, service or other thing of value to the Consultant in connection with performance of agreement duties. The parties understand and agree that, except as otherwise provided in this Section, administrative overhead and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement have already been included in computation of the Consultant's fee and may not be charged to the City.

Section 7. Method and Time of Payment.

Monthly progress payments must be submitted by the 10th of the month for work done in the previous calendar month. Partial payment shall be made by the end of each calendar month for the work completed in the previous calendar month. Final payment shall be made thirty (30) days after completion of all work and acceptance by the City Council.

Section 8. Termination of Agreement for Cause.

If, through any cause within Consultant's reasonable control, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall, after providing Consultant reasonable time to remedy the deficiency, thereupon have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished hard copy documents, data, studies, surveys, and reports or other material prepared by the Consultant under this agreement shall at the option of the City become its property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and materials. Equitable compensation shall not exceed the amount reasonably billed for work actually done and expenses reasonably incurred.

Section 9. Termination for Convenience of City.

The City may terminate this Agreement at any time by giving thirty (30) days written notice to the Consultant of such termination and specifying the effective date of such termination. In that event, all finished or unfinished documents and other materials as described in Section 8 above shall, at the option of the City, become its property. The Consultant shall be entitled to receive compensation not to exceed the amount reasonably billed for work actually done and expenses reasonably incurred as of the effective date of the termination.

Section 10. Modifications.

The City may, from time to time, require modifications in the general scope of services initial basic services of the Consultant to be performed under this Agreement. The type and extent of such services cannot be determined at this time; however, the Consultant agrees to do such work as ordered in writing by the City, and the City agrees to compensate the Consultant for such work accomplished by written amendment to this Agreement.

Section 11. Equal Employment Opportunity.

A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, sexual orientation and/or gender identity/expression. The Consultant shall take affirmative action to ensure that

applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin, sexual orientation and/or gender identity/expression. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post in conspicuous places available for employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, sexual orientation and/or gender identity/expression. The Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this agreement so that such provisions will be binding upon each sub-consultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

B. The Consultant shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as the City may require.

Section 12. Interest of Members of City and Others.

No officer, member, or employee of the City and no member of its governing body, and no other public official of the governing body shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly, interested or has any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

Section 13. Assignability.

A. The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the City thereto. Provided, however, that claims for money due or to become due to the Consultant from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

B. The Consultant shall not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

Section 14. Interest of Consultant.

The Consultant covenants that neither it nor its owners or officers presently have an interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree

with the performance of services required to be performed under this Agreement. The Consultant further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

Section 15. Findings Confidential.

Any reports, information, data, etc., given to or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

Section 16. Publication, Reproduction and Use of Materials.

No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement. Consultant shall provide copies of such work products to the City upon request. City may make and retain copies of Documents for information and reference in connection with use on the Project by the City. Such Documents are not intended or represented to be suitable for reuse by City or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by the Consultant, as appropriate for the specific purpose intended, will be at the City's sole risk and without liability or legal exposure to the Consultant and Consultant's sub-consultants. To the extent allowed by law, the City shall indemnify and hold harmless the Consultant and Consultant's sub-consultants from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.

Section 17. Audits and Inspection.

Consultant shall provide access for the City and any duly authorized representatives to any books, documents, papers, and records of the consultant that are directly pertinent to this specific agreement for the purpose of making audit, examination, excerpts, and transcriptions. Consultant shall retain all records pertinent to the project for three years after final payment and all other pending matters are closed.

Section 18. Jurisdiction; Choice of Law.

Any civil action arising from this Agreement shall be brought in the District Court for the First Judicial District of the State of Idaho at Coeur d'Alene, Kootenai County, Idaho. The law of the state of Idaho shall govern the rights and obligations of the parties.

Section 19. Non-Waiver.

The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of the City thereafter to enforce each and every protection hereof.

Section 20. Permits, Laws and Taxes.

The Consultant shall acquire and maintain in good standing all permits, licenses and other documents necessary to its performance under this Agreement. All actions taken by the Consultant under this Agreement shall comply with all applicable statutes, ordinances, rules, and regulations. The Consultant shall pay all taxes pertaining to its performance under this Agreement.

Section 21. Relationship of the Parties.

The Consultant shall perform its obligations hereunder as an independent contractor of the City. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement but shall not supervise or otherwise direct the Consultant except to provide recommendations and to provide approvals pursuant to this Agreement.

Section 22. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

Section 23. City Held Harmless.

A. The Consultant shall save, hold harmless, indemnify, and defend the City, its officers, agents and employees from and against any and all damages or liability arising out of the acts, errors, omissions, or negligence, including costs and expenses, for or on account of any and all legal actions or claims of any character resulting from injuries or damages sustained by any person or persons or property arising from Consultant's performance of this Agreement and not arising from Consultant's professional services. To this end, Consultant shall maintain general liability insurance in at least the amount set forth in Section 25A.

B. The Consultant shall save, hold harmless, and indemnify the City, its officers, agents, and employees from and against damages or liability arising out of the Consultant's negligent acts, errors, or omissions, including costs and expenses for or on account of any and all legal actions or claims of any character resulting from injuries or damages sustained by persons or property to the extent arising from Consultant's negligent performance of this Agreement, including but not limited to Consultant's professional services. To this end, Consultant shall maintain Errors and Omissions insurance in at least the amounts set forth in Section 25B.

Section 24. Notification.

Any notice under this Agreement may be served upon the Consultant or the City by mail at the address provided in Section 1 hereof.

Section 25. Standard of Performance and Insurance.

A. Consultant shall maintain general liability insurance naming the City, its entities, and its representatives as additional insureds in the amount of at least \$500,000.00 for property damage or personal injury, death or loss as a result of any one occurrence or accident regardless of the number of persons injured or the number of claimants, it being the intention that the minimum limits shall be those provided for by Idaho Code 6-924.

B. In performance of professional services, the Consultant will use that degree of care and skill ordinarily exercised under similar circumstances by members of the Consultant's profession. Should the Consultant or any of the Consultants' employees be found to have been negligent in the performance of professional services from which the City sustains damage, the Consultant has obtained Errors and Omission Insurance in at least the amount of five hundred thousand dollars (\$500,000.00). The Consultant shall maintain, and furnish proof thereof, coverage for a period of two years following the completion of the project.

C. The Consultant shall obtain and maintain auto liability insurance in the amount of \$500,000.00 for the duration of the project.

D. Prior to work under this Agreement, the Consultant shall furnish to the City certificates of the insurance coverages required herein, which certificates must be approved by the City Attorney. Certificates shall provide cancellation notice information that assures at least thirty (30) days' notice prior to cancellation of the policy for any reason in which case the Consultant shall promptly notify the City.

Section 26. Non – Discrimination.

During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

A. The Consultant shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract. In addition, the Consultant shall comply with the requirements of Title 9, Chapter 9.56, Coeur d'Alene City Code.

B. The Consultant, with regard to the work performed by it during the contract,

shall not discriminate on the grounds of race, color, national origin, sexual orientation, and/or gender identity/expression, in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations or discrimination prohibited by Title 9, Chapter 9.56, Coeur d'Alene City Code.

C. In all solicitations either by competitive bidding or negotiations made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations and City Code relative to non-discrimination on the grounds of race, color, sexual orientation and/or gender identity/expression, national origin, sexual orientation, and/or gender identity/expression.

D. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

E. In the event of the Consultant's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Consultant under the contract until the Consultant complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part.

The Consultant shall include the provisions of paragraphs (A) through (E) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant shall take such action with respect to any sub-consultant or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the Consultant may request ITD enter into such litigation to protect the interests of the state and, in addition, the Consultant may request the USDOT enter into such litigation to protect the interests of the United States.

IN WITNESS WHEREOF, this agreement executed the day and year first written above.

CITY OF COEUR D'ALENE

J-U-B ENGINEERS, INC.

Steve Widmyer, Mayor



Cory R. Baune, P.E, Area Manager

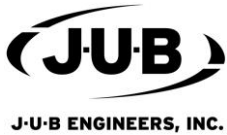
ATTEST:

ATTEST:

Renata McLeod, City Clerk



Witness



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Exhibit A – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: 2021 Collection System Master Plan Update

CLIENT: City of Coeur d’Alene Wastewater Utility Department

J-U-B PROJECT NUMBER: 20-21-047

CLIENT PROJECT NUMBER: N/A

ATTACHMENT TO:

AGREEMENT DATED: _____; or

AUTHORIZATION FOR ADDITIONAL SERVICES #X; DATED: Click or tap to enter a date.

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B’s understanding of this project’s history and CLIENT’s general intent and scope of the project are described as follows:

The Collection System Master Plan was last updated in 2013, with localized evaluations of proposed development completed in 2016 and 2018. The City of Coeur d’Alene (CLIENT) has experienced continued growth since 2013 and has completed some of the Capital Improvement Projects identified in the previous plan. This project will update the Existing System Model, incorporate new infrastructure, land use and zoning changes, and capital improvement projects. The basis of flow generation will be reviewed, and assumptions verified by comparing water meter data records to flow monitoring observations. The CLIENT is in the process of updating a Comprehensive Plan for land use and growth as well as a Master Plan for future development of East Sherman Avenue. If completed within the timeframe of this project, the results from these studies will be incorporated into the 2021 Collection System Master Plan Update. CLIENT’s GIS system will play a vital role in updating the model. The Existing System Model will be used to determine deficiencies in the existing system based on CLIENT provided criteria.

The Master Plan will also develop a Committed and Master Plan Model to represent the ultimate build-out of the future wastewater service area defined in the 2013 Master Plan Update. The Master Plan will provide the conceptual layout of the sewer trunk lines 10” and larger with the addition of specific 8-inch pipes targeted by CLIENT and listed herein. The Master Plan will incorporate updates to the build-out densities and total build-out population from the City’s ongoing comprehensive plan update. An Asset Management Plan will be developed with a risk-based prioritization plan incorporating asset condition and likelihood and consequence of failure. A Capital Improvement Plan, with detailed cost opinions for newly identified 0-5 year projects, will be developed to provide a prioritization for capital improvement projects based on the results of the existing system analysis, and the 2013 Master Plan growth projections.

SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 100: Collection System Master Plan Update

1. Sub Task 000: Project Management

a. For this task J-U-B will:

- i. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
- ii. Conduct project planning and internal risk assessment.
- iii. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
- iv. Regularly monitor project status, budget and schedule.
- v. During periods of project activity, provide an update to CLIENT on project status, budget and schedule.
- vi. Provide a monthly invoice including budget status.
- vii. Provide ongoing document handling and filing.
- viii. Client Kick-Off Meeting: J-U-B will meet with CLIENT to determine available information that will assist with model development including, but not limited to: GIS data, SCADA data, treatment plant and lift station flow data, water meter data, land use information, record information, and known trouble spots within the system. Meet with CLIENT's GIS staff to review existing information including geo-networked system information and to discuss and jointly determine acceptable methodologies for updating data and providing results.
- ix. CLIENT Coordination Meetings: J-U-B will participate in periodic project coordination meetings, workshops and conference calls. The purpose of these meetings will be to exchange information, receive progress updates and discuss other coordination with CLIENT. A total of 12 meetings expected, 1 hours each. Additional special-purpose workshops are itemized separately in other tasks.
- x. Close-out the Project in J-U-B's accounting and record keeping systems.

2. Sub Task 001: Chapter 1- Introduction

a. For this task J-U-B will:

- i. Update the introduction to the Master Plan with the study scope of this project

Assumptions:

- a. This chapter will require very minor updates. The report chapters will remain the same as they are in the 2013 MP.

3. Sub Task 002: Chapter 2 – Existing Collection System Summary

a. For this task J-U-B will:

- i. Summarize (in list, tabular, and/or graphical form) the existing collection system piping network and lift stations based on the 2013 Master Plan, data in CLIENT's GIS, and other information provided by CLIENT as available.
- ii. Summarize the data collected and stored to-date in GIS.

Assumptions:

- a. The 2013 Master Plan included documentation of condition assessment and prioritization for replacement. These sections will be removed from Chapter 2 and combined with Chapter 7 – Asset Management Program and Capital Improvement Plan.

4. Sub Task 003: Chapter 3 – Existing System Model
 - a. Review and Update Appendix C - Modeling Assumptions
 - i. Confirm modeling assumptions with CLIENT by email. Draft an updated Modeling Assumptions Appendix C. Submit one electronic copy (PDF) of the draft Modeling Assumptions Appendix C to CLIENT for review. Review of Appendix C with CLIENT is expected to be by email. Workshops or meetings to review Appendix C modeling assumptions with CLIENT shall be additional services.
 - ii. Address comments received through CLIENT review. To be added to the overall Master Plan document as an appendix.
 - b. Existing Model System Layer
 - i. J-U-B will update the existing model system layer (rim elevations, invert elevations, pipe sizes, lift stations) from CLIENT's GIS layer and the previous model data. Rim and invert source information will be maintained in the system layer. The collection system layer will be updated with the best available data for trunk lines \geq 10-inches in diameter and the following 8-inch sewer lines: RAM1-42 to RAM1-46A, RX1-07 to RX1-18, and RX1-18 to RX1-28. The remaining pipes smaller than 10-inch in diameter will be considered non-critical, but those in the existing GIS layer will be included in the model to facilitate flow routing.
 - ii. J-U-B will identify critical information gaps, discrepancies and adverse grades that may require field survey or record drawing information. These locations will be reviewed with CLIENT to determine how to resolve each issue (field survey, record drawings, straight grading or interpolation). J-U-B will fill information gaps with straight-grading or interpolation, as agreed with CLIENT. Additional work to resolve discrepancies with record drawings or additional field survey may be performed as an additional service as requested by CLIENT or completed under separate contract. Based on field survey information collected or record drawings provided by CLIENT, J-U-B will add the new information to the collection system layer. It is assumed that modifications to the GIS data with resolution to identified discrepancies will be completed as an additional service or completed under separate contract.
 - c. Existing Model Flow Generation Layer
 - i. J-U-B will develop and update the existing sanitary flows using water meter data from the winter of 2018-2019 (or the winter of 2019-2020, if available) provided by CLIENT Staff. Average water usage data will be determined for each parcel connected to the existing system.
 - ii. J-U-B will update the land use type assigned to each parcel based on parcel characteristics from the most recent CLIENT and County GIS data.
 - iii. J-U-B will update the links (common ID field) between the water meter usage data and each parcel.
 - iv. J-U-B will create a new existing model flow layer by allocating flows developed in this task to the existing model scenario.
 - v. J-U-B will update the existing model infiltration and inflow estimates and parameters using flow monitoring data collected since the 2013 Master Plan. Infiltration and inflow estimates will be verified and adjusted as needed during model calibration.
 - vi. J-U-B will summarize unit flows for each land use type for use in future model scenarios.
 - d. Existing Model Calibration

- i. J-U-B will calibrate the model under dry weather conditions by modifying various parameters and their assumed values to match and the water meter data provided by CLIENT.
 - ii. J-U-B will summarize Assumed Impervious Area in the model using the 2015 Flow Monitoring Technical Memorandum, and updated flow meter data (Wastewater Treatment Plant and lift stations) collected as part of this master plan update.
 - iii. J-U-B will review calibration of the model under wet weather conditions using updated flow data and previous flow monitoring data. Initial inflow parameters as determined in 2013 Master Plan will be used as a starting point for calibration.
- e. Existing Model Analysis
- i. J-U-B will run the existing model scenario with the design storm and analyze the results.
 - ii. J-U-B will identify and provide a summary of existing model deficiencies in the main trunk lines resulting from the design storm.
 - iii. J-U-B will provide a summary of existing lift stations remaining capacities or deficiencies resulting from the design storm.
- f. Documentation: Chapters 1-3
- i. Prepare a draft of chapters 1-3 of the Collection System Master Plan document (1- Introduction; 2-Existing Collection System Summary; 3-Existing System Model).
 - ii. Perform an internal review of the Existing Model and draft chapters by senior level staff. All QA/QC comments will be reviewed and addressed before deliverables are finalized. Submit one electronic copy (PDF) to CLIENT for review.
 - iii. CLIENT Review Workshop. Present results to date. Discuss CLIENT review comments for draft chapters 1-3.
 - iv. Address CLIENT review comments for Chapters 1-3
- g. Internal Coordination Meetings: J-U-B will meet internally on a weekly basis to discuss project coordination during this phase of active project work.

Assumptions:

- a. J-U-B will utilize the design storm for use in wet weather scenario based on the wet weather calibration developed for the 2013 Master Plan Update. Design storm will be documented in Appendix C-Modeling Assumptions. Review and revisions to the design storm may be completed as an additional service, as directed by CLIENT.

5. Sub Task 004: Chapter 4 – Committed System Model

- a. J-U-B will update the Committed Model that represents the City's committed wastewater service area, as defined in the 2013 Master Plan Update and by the City's most recent Comprehensive Plan. The Committed Model is a tool to identify the remaining, uncommitted capacity in the system, while identifying potential future deficiencies in the existing system.
- b. Committed Model System Layer

- i. J-U-B will update the committed model system layer (rim elevations, invert elevations, pipe sizes, lift stations) from CLIENT's GIS layer and the previous model data. Rim and invert source information will be maintained in the system layer. The collection system layer will be updated with the best available data for trunk lines \geq 10-inches in diameter and the following 8-inch sewer lines: RAM1-42 to RAM1-46A, RX1-07 to RX1-18, and RX1-18 to RX1-28. The remaining pipes smaller than 10-inch in diameter will be considered non-critical, but those in the existing GIS layer will be included in the model to facilitate flow routing.
 - ii. J-U-B will update the land use type assigned to each parcel based on parcel characteristics from the most recent CLIENT and County GIS data in the same manner as the Existing Model.
 - iii. J-U-B will update the Committed Model unit flows for Non-Residential using water meter data from the winter of 2018-2019 (or the winter of 2019-2020, if available) provided by CLIENT Staff.
 - iv. J-U-B will update the Committed Model flow allocation to account for each committed parcel. Committed parcels will be injected into the model at the nearest manhole. Large Committed model parcels, not included in the existing system, may be divided and injected at multiple locations depending on trunk lines and topology.
 - v. J-U-B will update the master plan model infiltration and inflow layer to reflect the updated wet weather calibration.
 - c. Committed Model Analysis
 - i. J-U-B will run the committed model scenario with the design storm and analyze the results.
 - ii. J-U-B will identify and provide a summary of committed model deficiencies in the main trunk lines resulting from the design storm.
 - iii. J-U-B will provide a summary of existing lift stations remaining capacities or deficiencies resulting from the design storm during committed model flows.
 - d. Internal Coordination Meetings: J-U-B will meet internally on a weekly basis to discuss project coordination during this phase of active project work.
6. Sub Task 005: Chapter 5 – Population Growth and Study Boundary
 - a. Update Population Data and Projections from 2020 US Census Bureau
 - b. Update City of Coeur d'Alene Population Projections and incorporate revisions resulting from the City's ongoing comprehensive plan update.
7. Sub Task 006: Chapter 6 - Master Plan Model
 - a. J-U-B will update the Master Plan Model that represents the ultimate build-out of the future wastewater service area, as defined in the 2013 Master Plan Update. The Master Plan Model is a tool to guide growth and expansion of the collection system, while identifying potential future deficiencies in the existing system.
 - b. Master Plan Model System Layer
 - i. J-U-B will update the sewer trunk Master Plan to account for growth of the existing system since the previous Master Plan. The Master Plan conceptually lays out future trunk sewers 10" and larger required to serve the ultimate service area. It includes the size, approximate location, and depth for master planned sewer lines 10-inch and larger in diameter. The following 8-inch sewer lines will also be modeled: RAM1-42 to RAM1-46A, RX1-07 to RX1-18, and RX1-18 to RX1-28. J-U-B will examine current Master Plan routes for constructability and improved routing efficiencies. The update will incorporate any CLIENT capital improvement projects completed through September 2020.
 - c. Master Plan Model Flow Generation Layer

- i. J-U-B will coordinate with CLIENT to compare existing densities (10 recent developments) to Comprehensive Plan densities to confirm estimated land use densities for use in the Master Plan.
 - ii. J-U-B shall update the land use designations for future areas in the Master Plan model based on CLIENT's current Comprehensive Plan and CLIENT staff's recommendations. Include approved localized land use studies. The unit flows that were developed in the Existing model will be utilized for future land use. Existing flows lower than 75% of the established unit flows will be replaced with master plan flows using 100% of the associated unit flows.
 - iii. J-U-B will update the Master Plan model flow allocation to account for growth of the existing system since the previous Master Plan. Future service areas will be injected into the model at the nearest manhole. Large Master Plan parcels may be divided and injected at multiple locations depending on trunk lines and topology.
 - iv. J-U-B will update the master plan model infiltration and inflow layer to reflect the updated wet weather calibration.
 - d. Master Plan Model Analysis
 - i. J-U-B will run the Master Plan model scenario with the design storm and analyze the results.
 - ii. J-U-B will identify and provide a summary of Master Plan model deficiencies in the main trunk lines resulting from a design storm.
 - iii. J-U-B will provide a summary of Master Plan model remaining capacities or deficiencies in lift stations resulting from a design storm.
 - iv. J-U-B will incorporate the planning analysis methodologies in the Huetter Corridor (currently Lakeside Capital properties) upon acceptance and if adopted by the City into the 2021 Update.
- Assumption:
- i. The Lakeside Capital Study is ongoing and will be included in the 2021 if completed and accepted by City.
 - e. Documentation: Chapter 4-6
 - i. Prepare a draft of chapters 4-6 of the Collection System Master Plan document (4- Committed Model; 5- Population Growth and Study Boundary; 6-Master Plan Model).
 - ii. Perform an internal review of the Committed and Master Plan Model and draft chapters 4 through 6 by senior level staff. All QA/QC comments will be reviewed and addressed before deliverables are finalized.
 - iii. Address comments received through internal QA/QC of Chapters 4-6 of the Master Plan document. CLIENT review of Chapters 4-6 will occur during Task 007.
 - f. Internal Coordination Meetings: J-U-B will meet internally on a weekly basis to discuss project coordination during this phase of active project work.
8. Sub Task 007: Chapter 7 – Asset Management Program and Capital Improvement Plan
- a. Asset Management Program

- i. The 2013 Master Plan described a prioritization scheme in Chapter 2 using condition and risk scores and categorized the pipes in the system according to these criteria. This prioritization was used to develop an existing system replacement value and schedule for replacement. While CLIENT has used the estimated replacement value and schedule to set an annual budget for rehabilitation and replacement projects necessary to maintain a sustainable collection system, CLIENT has not historically used the risk scoring methodology outlined in the 2013 Master Plan to develop detailed annual project priorities.
- ii. The CLIENT's extensive asset information may be leveraged with other physical and environmental factors to identify which assets have the greatest risk of failure and the cost if failure occurs. By establishing an asset management program that integrates all available relevant information, it is possible for the CLIENT to increase the level of refinement for prioritizing maintenance, inspection and rehabilitation and replacement.
- iii. Program Kickoff and Criteria Determination: J-U-B will hold a workshop with CLIENT to discuss potential risk rating criteria for existing pipes. These rating criteria will be used to establish a likelihood of failure (LoF) rating, consequence of failure (CoF) rating and an overall prioritization rating. Criteria may include pipe size, condition, flow conditions, bury depth, callout history, locality, land use, construction method feasibility and cost, etc. The number of priority levels will be established based on input from CLIENT. Criteria may be modified upon review and discussion with CLIENT. The workshop will include review of overall program goals, deliverables, and existing CLIENT data collection methods and processes.
- iv. In 2014 J-U-B assisted CLIENT to develop a detailed condition assessment methodology to categorize defects according to structural and maintenance types and assign severity scores. The score for each pipe is divided by the total pipe length to derive a normalized condition score. This methodology is more simplified than the NASSCO Pipeline Assessment and Certification Program (PACP) and is used by collection system staff while conducting CCTV inspections. The CLIENT performs CCTV surveys and condition assessments of additional pipe each year, effectively expanding the catalog of condition data. It is assumed that this condition assessment methodology will be used without modification for system-wide condition assessment. J-U-B will coordinate with CLIENT to review and document the current condition assessment program.
- v. J-U-B will review and summarize condition rating data (provided by CLIENT) for all collection system assets CLIENT has already rated with its current condition assessment program.
- vi. J-U-B will summarize the quantity of pipes still in need of condition assessment by CLIENT.
- vii. It is expected that a significant percentage of the system has not received condition assessment using CLIENT's method adopted in 2014. To include these pipes in an overall system prioritization program, it will be necessary to estimate their condition. It is assumed that pipe material will be used as a surrogate for condition for this purpose. J-U-B will confer with CLIENT by email to determine an appropriate condition scoring system to be applied to assets not yet surveyed.
- viii. Construction Method Determination: J-U-B will provide preliminary construction method recommendations for pipes in the system which have already been inspected and rated for condition and identified for replacement or rehabilitation in 0-5 years. Pipes will be given a preliminary construction method designation of open trench or trenchless based on CLIENT's standard defect criteria. The accuracy of the condition scoring for use in determining likely construction method will be reviewed by comparing actual CCTV construction method reviews to condition scoring results (expected less than 1,500 LF of CCTV).

b. Asset Replacement Value and Schedule

- i. J-U-B will develop budget level costs for pipe rehabilitation and replacement using estimates based on historical bid prices for similar projects.
 - ii. J-U-B will update the existing system replacement values for mainlines and lift stations based on expected construction method and budget level costs. Lift station upgrades will include replacement of existing pumps and controls in-kind. Replacement costs for major modifications of lift station assets may be provided as an additional service, as directed by CLIENT.
 - iii. J-U-B will estimate the yearly budget for rehabilitation and replacement projects required to meet CLIENT's program goals and develop a long-term schedule for meeting those goals.
 - c. Capital Improvement Plan
 - i. A Capital Improvement Plan will be developed to provide a prioritization for capital improvement projects based on the results of the existing system analysis, condition assessment (pipe/lift station age, size, and condition) and the growth projections and utilizing the recommended line sizes from the Master Plan.
 - ii. J-U-B will utilize the prioritization analysis from the Asset Management Program to develop a draft Capital Improvement Plan (CIP) for five and ten years.
 - iii. J-U-B will perform an internal QA/QC review of the draft CIP by senior level staff.
 - iv. CLIENT Review Workshop: Review the committed model and master plan model results. Review the draft CIP and proposed Capital Improvement Projects.
 - v. J-U-B will address CLIENT review comments received at the workshop and update the CIP as necessary.
 - vi. J-U-B will prepare Class IV (-30% to +50%) budgetary cost opinions for identified Capital Improvement Projects within 0-5 years. Cost Opinions will be based on preliminary (10%) level design information and utilize average per foot values from historical bid tabulations for similar work.
9. Sub Task 008: Report Conclusion and Executive Summary
- a. For this task J-U-B will:
 - i. Compile previously submitted and CLIENT-reviewed drafts of the Collection System Master Plan Update summarizing the work performed and the results.
 - ii. Perform an internal QA/QC review of the draft Report by senior level staff.
 - iii. Address all internal QA/QC comments and submit one electronic copy (PDF) to CLIENT for review.
 - iv. Address CLIENT review comments to the draft Master Plan Update. J-U-B will submit a draft copy in PDF for CLIENT's final acceptance.
 - v. Provide five copies (printed and PDF) of the final report.
 - vi. J-U-B will provide flow and d/D results for the existing, committed and master plan models in GIS format and integrate into CLIENT's GIS. J-U-B will include the attributes consistent with current GIS. In addition, City Staff specifically requested the following during scoping for the committed model results (in addition to the existing and master plan results):
 - (a) MaxFlow, MaxVel, Res_Cap, and D_ovr_D
 - vii. Assist CLIENT with preparing and delivering a presentation of the Master Plan update to City Council.

10. Sub Task 009: Project Closeout

- a. For this task J-U-B will:

- i. Archive paper and electronic files and records.
- ii. Communicate the project completion to CLIENT and other affected agencies and stakeholders, as required.
- iii. Close financial billing and accounting records in J-U-B's financial and record-keeping systems.

B. Task 200: Flow Monitoring (T&M)

1. Sub Task 001: Flow Monitoring
 - a. For this task J-U-B will:
 - i. Conduct flow monitoring for a period of 28 days at eight gravity sites and two rain gauges to collect rainfall data. Data collected will be used for model calibration purposes, refining dry weather diurnal patterns for specific land uses, and potentially supplementing inflow information depending on weather conditions. Additional flow monitoring sites and/or extended during at sites will be an additional service.
 - ii. Provide a summary memorandum of the data collected during flow monitoring. Memorandum will include graphs of flow data. Memorandum will be included as an appendix in the Master Plan Update.

Assumptions:

- a. J-U-B assumes the City will assist J-U-B in siting flow monitors and will provide access to manholes as needed to install, check, and remove monitors. During the installation the City will provide traffic control, as required. J-U-B will coordinate on traffic control on behalf of the City and submit the encroachment permit to perform work in the City right of way. City to collect and provide daily lift station hour meter readings during flow monitoring period.

C. Task 999: Management Reserve (T&M)

1. The Management Reserve Fund establishes a pre-authorized budget for additional tasks that may be requested by the CLIENT's Authorized Representative and performed by J-U-B upon mutual agreement of scope, budget, and schedule.
2. J-U-B will not exceed the pre-authorized amount without CLIENT approval.
3. The following subtasks are possible Management Reserve Tasks:
 - a. GIS Data Collection and Management
 - i. For this task J-U-B will:
 - (a) Aid CLIENT's GIS Department for general GIS services, field survey and support for integration with the Wastewater's infrastructure management software. Tasks shall be determined at CLIENT's request.
 - b. Increased Density Alternative Analysis

- i. For this task J-U-B will perform the following tasks at the request of the CLIENT:
 - (a) Evaluate and incorporate increased density analysis results into the Master Plan Appendix (similar to Appendix J in the 2013 Master Plan) for locations outside of the Comprehensive Plan Update land use. J-U-B will update the Master Plan model with land use overlays applied based on information for anticipated future zoning and land use assumptions provided by CLIENT.
 - 1. Five locations for high density analysis are identified during scoping, itemized below:
 - a. Atlas Waterfront Project
 - b. Downtown Area High-Rise
 - c. East Sherman District Revitalization Planning Area
 - d. Lakeshore Drive High Rise
 - e. Kootenai Health
 - 2. Contingency for two additional increased density analysis.

PART 2 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 1 that may be required for the project including, but not limited to:
 - 1. CLIENT will provide the most recent aerial mapping and photography in digital format encompassing the study area, compatible with AutoCAD and ArcView.
 - 2. CLIENT will provide three (3) consecutive months of winter water meter data from 2017-2020 in csv, xlsx, or txt file format.
 - 3. CLIENT will provide electronic copies of GIS layers and geodatabases for use in developing and updating the model, including the sewer, parcel, land use, zoning layers, and base map layers.
 - 4. CLIENT will provide record drawings for developments in the study area and sewer system improvements as needed to supplement existing GIS data.
 - 5. CLIENT will provide development plans and preliminary plats for new (and proposed) developments in the study area.
 - 6. CLIENT will provide criteria to be used to prioritize improvements identified in the Capital Improvement Plan.
 - 7. CLIENT will provide staff assigned to provide available data and interface on the various elements of the project.
 - 8. CLIENT will provide timely (5 to 7 working days) review of submitted materials and collaboration on the planning and master planning process as may be required throughout the project.
 - 9. CLIENT will provide WWTP and lift station flow or pump run time records for the past five years.
 - 10. CLIENT will provide lift station pump curves and design information.
 - 11. CLIENT will provide access to the sewer system, lift stations and wastewater treatment plant as needed to verify operation and model results.
 - 12. CLIENT will provide traffic control for flow monitoring installation, if needed. Extents of traffic control will be determined by the CLIENT.
 - 13. CLIENT will provide sewer system maintenance records for system condition assessment.
 - 14. CLIENT will provide sewer system CCTV records.
 - 15. CLIENT will provide a copy of the most current version of the City's Comprehensive Plan when available.
 - 16. CLIENT will provide the HDR Rate Study.
 - 17. CLIENT will provide planning information for the Kootenai County Infrastructure within the study area (KC Jail, KC Fairgrounds, etc.).
 - 18. CLIENT will provide planning information for the Kootenai Health Corridor.
 - 19. CLIENT will provide planning information for the Atlas Mill Waterfront project.

- B. Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
1. GIS Data Collection and Management – GIS data collection including (survey data collection and processing) beyond the data provided by the City to populate the model system layer.
 2. Increased Density Alternative Analysis beyond the five anticipated locations plus two additional locations.
 3. Additional Existing System Modification: Identify and analyze information to resolve significant discrepancies between CLIENT’s GIS data and the latest existing system data. Record drawings, field-checks, and field surveys shall be used to rectify discrepancies.
 4. Update Wet Weather Design Storm: It is assumed that J-U-B will utilize the design storm for use in wet weather scenario based on the wet weather calibration developed for the 2013 Master Plan Update. Review and revisions to the design storm may be completed as an additional service, as directed by CLIENT.
 5. Modeling of Additional 8” Diameter Pipes: Identify and model 8” pipes in addition to those specifically included in PART 2.
 6. Under-Built Parcels: Identify parcels that are built-out at densities less than the land use zoning and modify the assumed flow contributions accordingly.
 7. Energy Efficiency: Conduct lift station monitoring and review pump records to determine where pumps are operating at the original design point on their pump curve and evaluate if potential exists to increase pump efficiencies. Review temporary lift station locations and determine steps for replacement of lift station with gravity sewer service.
 8. Odor generation: Identify potential locations of odor generation due to system hydraulics. Conduct interview and field visit with operational staff to qualitatively evaluate odor generation status. Evaluate existing diversions on relief sewer lines to estimate actual field operating conditions and, if necessary, develop recommendations for increasing operational and flow efficiency.

PART 3 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
1. For Lump Sum fees:
 - a. The portion of the Lump Sum amount billed for J-U-B’s services will be based upon J-U-B’s estimate of the percentage of the total services actually completed during the billing period.
 2. For Time and Materials fees:
 - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B’s personnel times J-U-B’s standard billing rates.
 - b. Client shall pay J-U-B for Reimbursable Expenses times a multiplier of 1.1
 - c. Client shall pay J-U-B for J-U-B’s Consultants’ charges times a multiplier of 1.1.
 3. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. Period of Service: If the period of service for the task identified above is extended beyond 12 months, the compensation amount for J-U-B’s services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.
- C. CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
100	Collection System master Plan Update	Lump Sum	\$266,078	<ul style="list-style-type: none"> Chapters 1-3: Draft for CLIENT review 6 months after executed contract, notice to proceed, and receipt of all required data. Chapters 6 & 7: Draft for CLIENT review 6 months after receipt of any City review comments on Chapters 1-3. Report Conclusions and Executive Summary: Draft for CLIENT review 13 months after executed contract, notice to proceed, and receipt of all required data
200	Flow Monitoring	Time and Materials (Estimated Amount Shown)	\$131,531	As mutually agreed to by CLIENT and J-U-B to obtain Winter/Early Spring 2021 flow conditions
999	Additional Services	Time and Materials (Estimated Amount Shown)	\$55,840	As mutually agreed to by CLIENT and J-U-B
Total:			\$453,449	J-U-B will not exceed \$200,000 in FY 2021..

NOTE on Coronavirus and Schedule: J-U-B is committed to meeting your project schedule commitments as delineated above. As our response to the COVID-19 pandemic, J-U-B is engaging in safety procedures in help to protect clients, staff, their families, and the public. Our staff or offices may be subject to quarantine or other interruptions. Since COVID-19 impacts are beyond J-U-B's control, we are not responsible for the force majeure impacts to delivery timelines, or subsequent project delays and related claims, costs, or damages. Should circumstances related to the COVID-19 issue arise with J-U-B staff or in a J-U-B office that will impact our delivery schedule, we will notify you of the circumstances and mutually agree to a schedule adjustment.

Exhibit(s):

- None

For internal J-U-B use only:

PROJECT LOCATION (STATE): Idaho

TYPE OF WORK: City

R&D: Yes

GROUP: Water/Wastewater

PROJECT DESCRIPTION(S):

- Sewer/Wastewater Collection/Treatment/Disposal (S04)
- GIS/Asset Management (G04)



CITY OF COEUR D'ALENE WASTEWATER DEPARTMENT

Professional Services Agreement for the
Sewer Collection System Master Plan Update
with JUB Engineers, Inc.



2021 COEUR D'ALENE SEWER MASTER PLAN UPDATE

COMPREHENSIVE STUDY OF
THE CITY'S PUBLIC SEWER
INFRASTRUCTURE
FOR

- TODAY
- TOMORROW (NEAR TERM)
- FUTURE (LONG TERM)

CITY OF COEUR D'ALENE, IDAHO
2013 WASTEWATER COLLECTION SYSTEM
MASTER PLAN UPDATE



Prepared
February 2013

by:



JUB ENGINEERS, INC.

7825 Meadowlark Way
Coeur d'Alene, Idaho 83815
(208)762-8787
www.jub.com

HOW DOES THE CITY BENEFIT WITH THIS PROJECT?

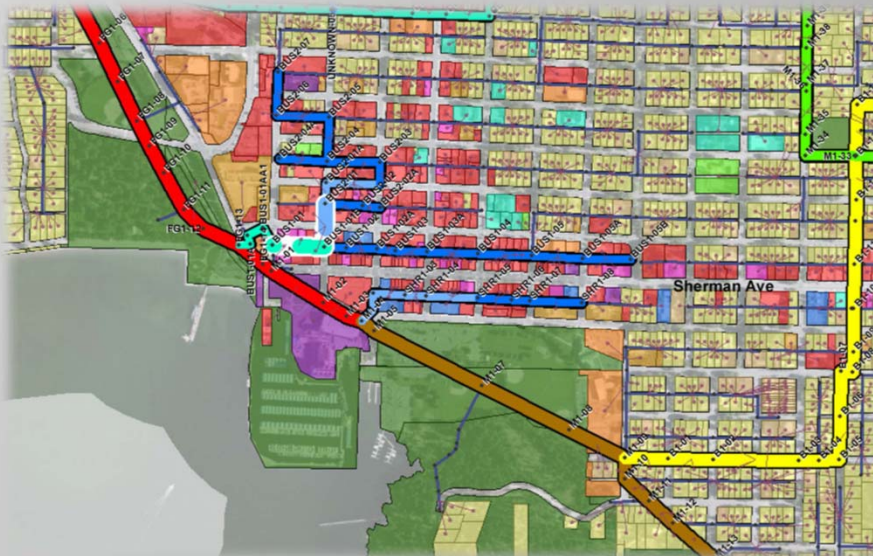
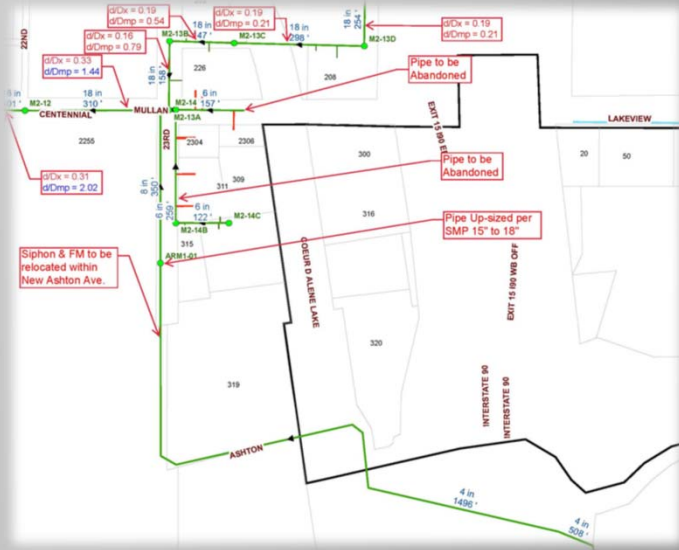


FIGURE A13
(2013 SMP)

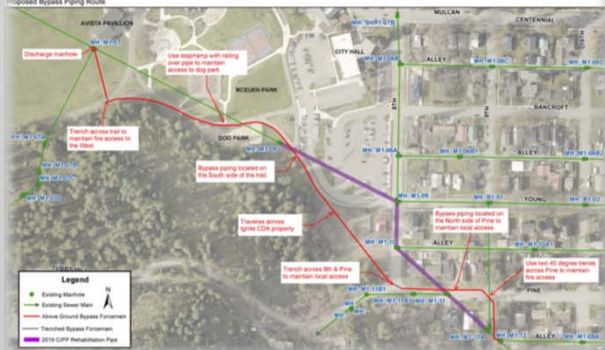
UPDATE CITY'S GIS SEWER MAPS



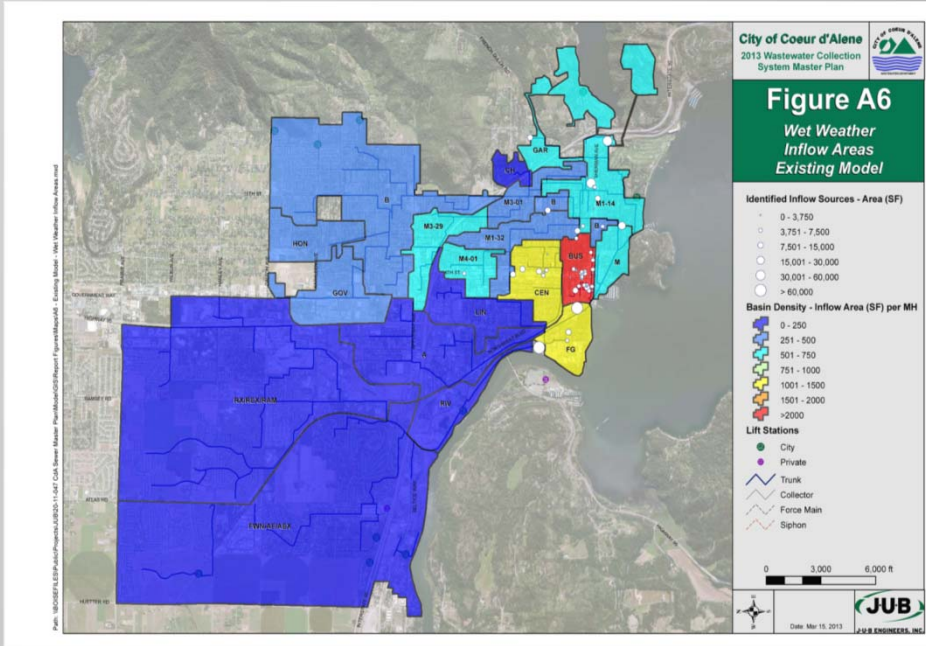
PRIORITIZE REHABILITATION & REPLACEMENT PROJECTS

2018 CIPP PROJECT

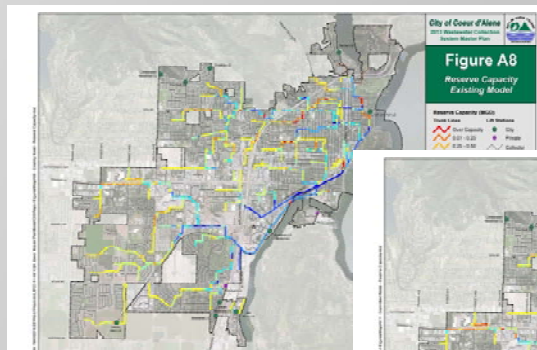
City of Coeur d'Alene Wastewater Department
2018 Cured-in-Place Pipe (CIPP) Project
Proposed Bypass Piping Route



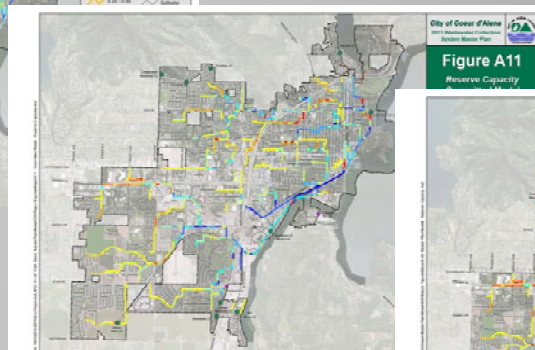
IDENTIFY POSSIBLE STORMWATER INFLOW SOURCES



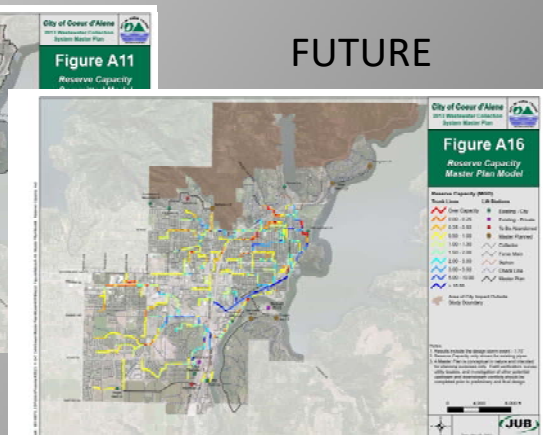
MODEL SEWER FLOWS & IDENTIFY CAPACITY ISSUES



EXISTING



COMMITTED



FUTURE

MASTER PLAN SEWER CAPACITY ISSUES

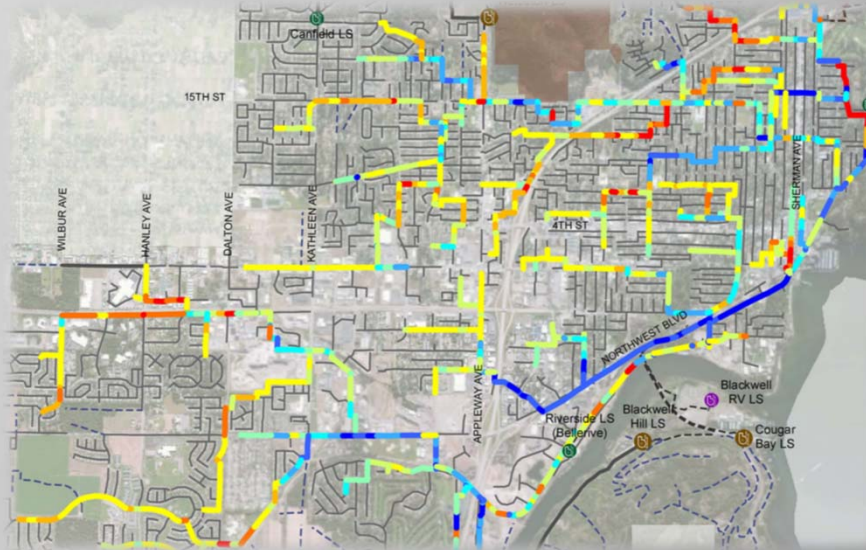
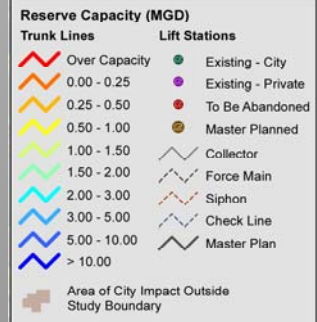


Figure A16

*Reserve Capacity
Master Plan Model*



OTHER 2021 SEWER MASTER PLAN BENEFITS

- ASSIST IN SUBDIVISION AND DEVELOPMENT SEWER PLANNING AND DESIGN
- SUPPLEMENT TREATMENT PLANT'S FACILITY PLAN
- AID IN DEVELOPING THE WW ANNUAL BUDGET
- DEVELOP CAPITAL IMPROVEMENT PLAN PROJECTS



DEVELOP CAPITAL IMPROVEMENT PLANS



City of Coeur d'Alene
2013 Wastewater Collection System Master Plan

Figure A17
CIP Summary Map

Master Plan Size (in)	Existing Size (in)	LIFT Stations
10	10	Existing - City
12	12	Existing - Private
15	15	To Be Abandoned
18	18	Master Planned
21	21	Manholes
24	24	City Limits
30	30	Area of City Impact
36	36	Future WW Service Area
Check Line	Collector	CIP Timeframe
Force Main	Force Main	0-5 Years
Siphon	Siphon	5-10 Years
		As Needed With Growth
		Do Nothing

Date: Mar 15, 2013

Scale: 0, 1,000, 2,000, 3,000 Feet

JUB
JUB ENGINEERS, INC.



City of Coeur d'Alene
2013 Wastewater Collection System Master Plan

C.2 Revised MH M1-20 to M2-09D **M2-01**

CORE ISSUE Insufficient Capacity

BACKGROUND
Part of this trunk line is under large trees, landscaping and an existing home. This portion of the trunk has been rehabilitated with CIPP (M2-03 to M2-09D). The Existing Sewer Model shows surcharging of up to 0.3 feet at M2-09D, but this increases to 5.6 feet under the Master Plan scenario. Redevelopment of the area was not accounted for in the Master Plan Model. Future redevelopment should be considered before implementation of this project. See Appendix E for more background information. Per Mike Becker, Revise Cost Estimate and extend 24' to MH M1-20. (Mislabelled Pipe Size between M1-20 to M2-01)

RECOMMENDED SOLUTION

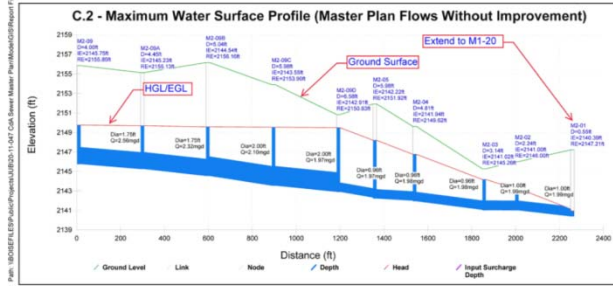
M1-20	M1-20
Install a 24-inch relief sewer from M2-09D to M2-01. Route the new relief line west down Young Avenue and then south down 17th Street.	
> Install 1,130 LF of 24-inch gravity trunk from M2-09D to M2-01	M1-20
> Abandon existing 12-inch gravity trunk from M2-09D to M2-05	M1-20
> Opinion of Probable Cost (Jan 2013 Dollars)	\$-380,000-
	Revised 7/8/2016 (JUB)
	\$1,318,000

PROJECT TIMING
This project was identified in the Existing Sewer Model, which represents the combination of existing sewer flows and a storm event.
Monitor as needed **0-5 years**

NOTE
A Master Plan is considered in future and intended as a planning process only. Final verification, survey, utility records, and investigation of other potential water and sewerage conflicts should be completed prior to preliminary and final design.

(MLB)
Date: March 15, 2013

JUB
JUB ENGINEERS, INC.



JOB PROFESSIONAL SERVICE AGREEMENT AMOUNTS

Task	Description	Amount
100	Collection System Master Plan Update (Lump Sum)	\$266,078
200	Flow Monitoring (T&M)	\$131,531
999	Additional Services (T&M)	\$ 55,840

TOTAL: \$453,449



FINANCIAL & PERFORMANCE ANALYSIS

- FY 2020/2021 WW BUDGET \$200,000
- FY 2021/2022 WW BUDGET \$253,449
- IDAHO STATUTE § 67-2320(4) JUB IS UNIQUELY QUALIFIED AND CONTINUATION OF PHASED PROJECT
- JUB UPDATED LAST 4 SMP UPDATES
- JUB HAS MODEL SOFTWARE AND INSIGHTS TO CITY'S REQUIREMENTS



WASTEWATER DEPARTMENT'S RECOMMENDATIONS

COUNCIL SHOULD AUTHORIZE THE WASTEWATER DEPARTMENT (WW) TO EXECUTE AN AGREEMENT WITH JUB ENGINEERS, INC., 7825 MEADOWLARK WAY, COEUR D'ALENE, ID 83815, FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE WASTEWATER DEPARTMENT'S SEWER COLLECTION SYSTEM MASTER PLAN UPDATE AT A COST OF \$453,449.00.



QUESTIONS?



**General Services/Public Works
STAFF REPORT**

DATE: February 8, 2021

FROM: Monte McCully, City of Coeur d'Alene Trails Coordinator

SUBJECT: 2021 Parks and Recreation Master Plan (action required)

DECISION POINT: Should the General Services/Public Works Committee recommend that City Council adopt the 2021 Parks and Recreation Master Plan?

HISTORY: The City adopted the current Parks and Recreation Master Plan in 2008 and has implemented many of the recommendations. There have been many changes to the City since then and an update to the plan is needed. The Coeur d'Alene Parks and Recreation Department created this plan in-house as opposed to hiring it out to an outside agency. This plan inventories park and recreation facilities as well as provides suggested recommendations for future parks by 2040. Although the plan is projecting for growth by the year 2040, the plan will need to be updated in 10 years to make sure we are meeting the needs of the community. The Department is seeking to develop a plan that will provide the citizens of Coeur d'Alene the facilities and programs they need for outdoor recreation now and well into the future. After the October 2020 meeting, we reopened the Master Plan to public comment and received another 500 responses from local residents. The new responses verified all the previous findings with the exception of a strong show of support for more pickleball facilities and a water trail. These have been added to the Master Plan.

FINANCIAL ANALYSIS: Adopting the plan does not oblige the City to allocate funds for implementation of the plan. When a project is identified, it is either funded by applying for grants, obligating new annexations and developments to put in facilities, or requesting it be put in the budget in the future.

PERFORMANCE ANALYSIS: Adopting the Parks and Recreation Master Plan will provide a blueprint for Parks and Recreation facilities for the next 10 years.

DECISION POINT/ RECOMMENDATION: The General Services/Public Works Committee should recommend that City Council adopt the 2021 Parks and Recreation Master Plan.

Parks and Recreation



2021 Master Plan Update

Updates

After the September 2020 meeting, we reopened the Master Plan to public comment and received another 500 responses from local residents. The new responses verified all the same findings we had previously received with the exception of a strong show of support for more pickleball facilities and a water trail. These have been added to the Master Plan.



Accomplishments

The Parks and Recreation Master Plan, adopted in January of 2008, identified specific actions and goals that should be undertaken to enhance the parks and recreational facilities used by the public. Since that time many of these actions and goals have been accomplished.

The master plan for Landings Park was implemented and the park was open to the public in 2009.

A revised master plan for Sunshine Meadows was adopted and implemented. This park was open for public use in 2009.

Landscaping and amenities have been installed in Legacy Place Park and this facility was open for public in 2010.

Booster pumps have been installed in Bluegrass Park and the six holes of the disc golf course have been relocated to other parks per the master plan recommendations.

An eighteen hole disc golf course was created at Cherry Hill Park.

Play equipment and a small satellite skate park have been added to Sunset Field and the west ballfield had lighting installed.



Accomplishments

Three and a half acres of sports fields at Person Field have been added, a playground installed and a master plan was created and is in the process of being implemented.

Major improvements have been made to Phippeny Park including the installation of additional play equipment, replacement of the gazebo, renovations to the maintenance building, installation of artwork and resurfacing the courts and parking lot.

Three acre Bryan Park was acquired by the city for use as a public park.

A baseball field with amenities was constructed at Ramsey Park and now serves as the home field for Coeur d'Alene's American Legion team.

New playgrounds have been installed at Person Field, Northshire Park and Ramsey Park.

Four off leash dog parks have been built and opened to the public located at Northshire Park, Cherry Hill Park, McEuen Park and along the Centennial Trail near Riverstone Park.



Accomplishments

McEuen Field was completely rebuilt as a community park.

Memorial Park has been extensively renovated and expanded.

A new large skate park has been developed and opened at Memorial Park.

Five acres of park land have been added to Cherry Hill Park for future expansion of the facilities.

Four miles of the Prairie Trail have been constructed and opened to the public.

A recreational lease has been secured for twenty two acres of former railroad easement owned by the Bureau of Land Management. A master plan for this site has been developed and is in the process of being implemented.

A two mile section of former railroad easement has been purchase along the Spokane River to provide shoreline access and trail connectivity.

A waterfront park on city owned land has been developed at the old Atlas Mill site and is now open to the public.

An accessible trail was built on Tubbs Hill and the fire road completed.



Accomplishments

A trail system for hiking and mountain biking has been developed on the Canfield Trails Natural Area with a trailhead on Mountain Vista Drive.

A trail system has been developed on the Fernan Lake Natural Area with a trailhead on Potlatch Hill Road.

A master plan has been created for the Seagraves Veterans' Centennial property that will serve as a guide to creating a passive use park on this site.

A management plan was created and adopted for Coeur d'Alene's Natural Open Spaces.

An Urban Forestry management plan was created and is included in this plan.

The Parks and Recreation Department has secured use of the old National Guard Armory and is using it as a maintenance facility.

The Parks Department was combined with the Recreation Department to increase efficiency and co-ordination between these organizations. The department is now known as the Parks and Recreation Department.



Accomplishments

26 miles of shared use paths have been built in the city since the 2008 plan, bringing the total miles of paved trails to 50 miles. The Parks Department maintains 23 miles of those trails.

43 miles of bike lanes have been added to city streets, bringing the total to 64 miles.



Level of Service

What are Level-of-Service Standards?

Level-of-service (LOS) standards are measures of the minimum amount of a park land which must be provided to meet that community's basic needs and expectations. LOS measures are expressed as a ratio of how many park acres are needed per 1000 population. Once a community establishes LOS, they are used to measure whether existing facilities and services are adequate to serve its citizens, or whether there are deficiencies that should be corrected.



Level of Service

Our Level of Service in 2008

The LOS at the time of the 2008 Master Plan was 3.08 acres of Parkland per 1,000 residents with a population of 41,000 people. The desired LOS was 4 and the plan recommended the addition of 176 acres of Parkland by 2030.

Our Level of Service in 2020

Our current LOS is 4.7 acres of parkland per 1,000 residents with a population of 51,000 people. We have added 40 acres of parkland since 2008.

2040 Projections and Needs

The population for 2040 is projected to be 85,000 people. If we add no new parks our level of service will drop to 2.82 acres per person and our parks will become very crowded. In order to serve our populace, we will need to add 185 acres of parkland over the next 20 years. This plans addresses those needs.



Budget

Cost of Developing a Community Park

The cost to development a community park is approximately \$475,000 per acre. Community Parks are larger and usually have more amenities than a neighborhood park. Community Parks can range between 10 and 40 acres.

Cost of Developing a Neighborhood Park

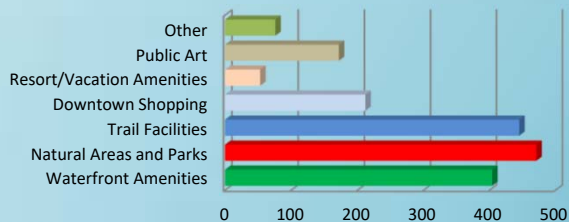
The cost to development a neighborhood park is approximately \$300,000 per acre. Neighborhood Parks are small and are usually less than 7 acres.

These projected costs are for development only. Land acquisition costs vary depending on what part of town in which the land is located. Coeur d'Alene has historically been successful in getting park land donated.



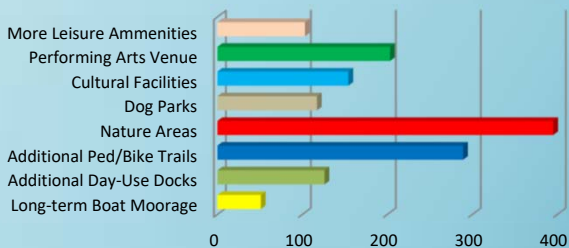
Public Input

What are your Favorite Attractions in Coeur d'Alene



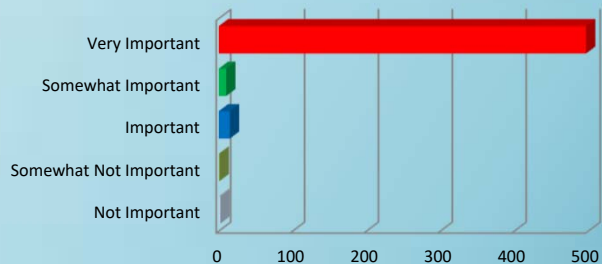
Public Input

What Facilities would Enhance our Community?



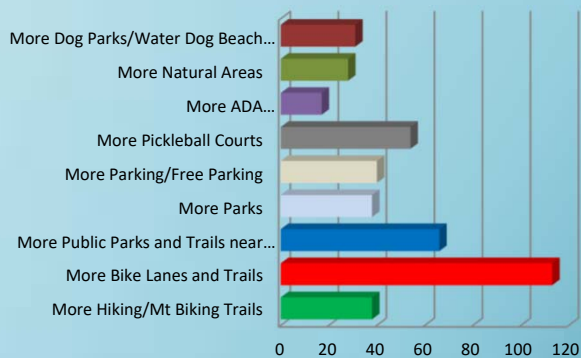
Public Input

How Would You Rate the Importance of Natural Parks In Cd'A?



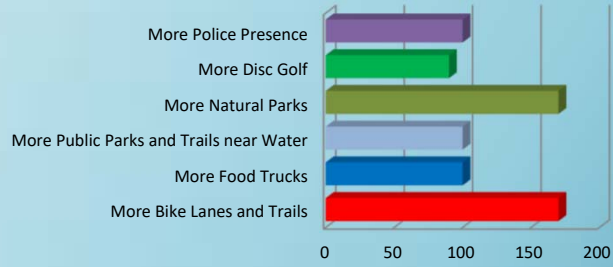
Public Input

What 3 Things Should be Added to the Cd'A Park's System?



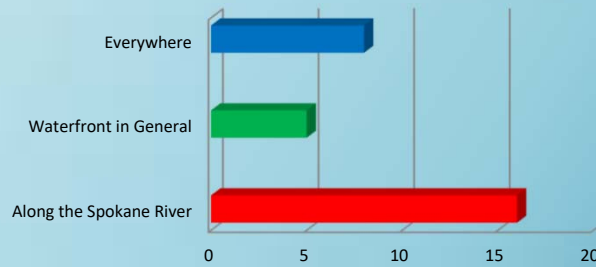
Public Input

What 3 Activities Would You Like to See Expanded?



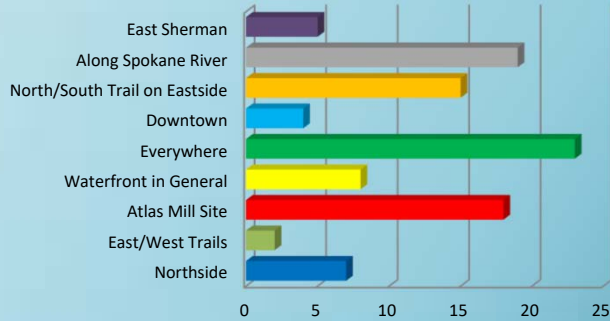
Public Input

In What Specific Area Would You Like to see Addition Natural Areas?

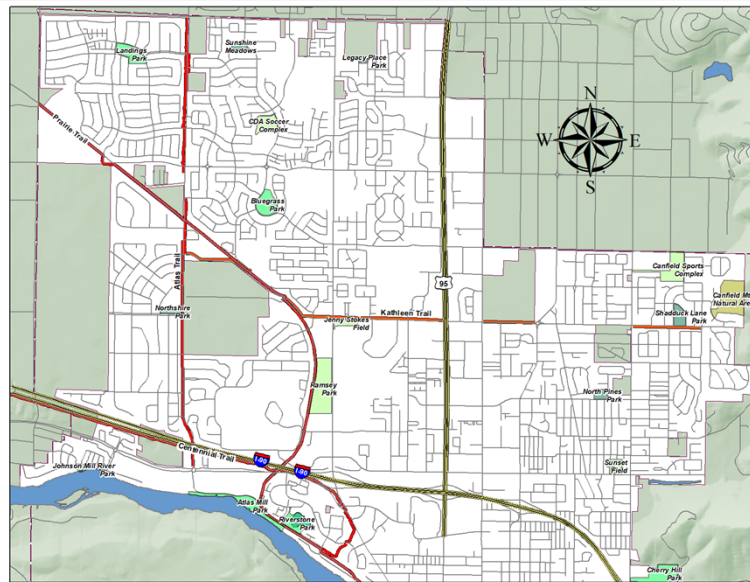


Public Input

In What Specific Area Do You Want Trails and Bikeways?



Current Parks North

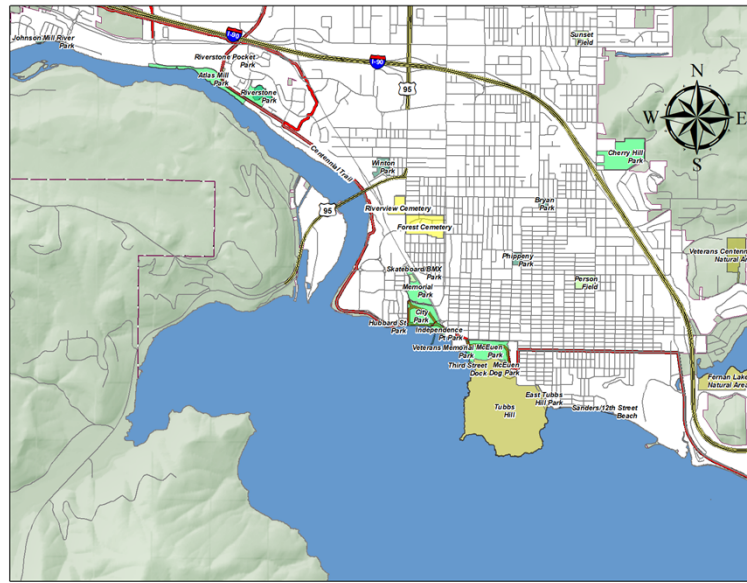


Map 1:
Existing Park Facilities
North

Community Parks	Landings Community Park	Johnson Mill River Neighborhood Park
Neighborhood Parks	Bluegrass Community Park	Sunshine Meadows Neighborhood Park
Sports Complexes	Riverstone Community Park	Sunset Field
Natural Parks	Cherry Hill Community Park	Ramsey Park
	Northshire Neighborhood Park	Jenny Stokes Field
	North Pines Neighborhood Park	CDA Soccer Complex
	Legacy Place Neighborhood Park	Canfield Sports Complex
	Shaddock Lane Neighborhood Park	Canfield Mountain Natural Area



Current Parks South

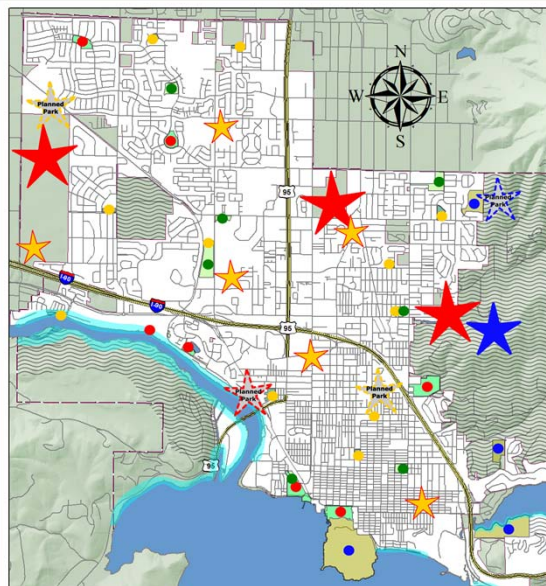


Map 2:
Existing Park Facilities
South

Community Parks	Neighborhood Parks	Sports Complexes	Natural Parks	Cemeteries	City Park Destination Community Park -Memorial Park -Independence Point McEuen Destination Community Park -Third Street Dock -Veterans Memorial Riverstone Community Park Cherry Hill Community Park Johnson Mill River Neighborhood Park Bryan Neighborhood Park East Tubbs Hill Neighborhood Park	Phippeny Neighborhood Park Hubbard Street Neighborhood Park Winton Neighborhood Park Sunset Field Person Field Veterans Centennial Natural Area Fernan Lake Natural Area Tubbs Hill Natural Area Forest Cemetery Riverview Cemetery Sanders Beach/12th Street Beach
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Future Parks



Map 4:
Proposed Park Facilities

Existing Community Parks	Existing Neighborhood Parks	Existing Natural Areas	Existing Sports Fields	Natural Area Target Zones	Waterfront Target Zones	Proposed Community Parks	Proposed Neighborhood Parks	Proposed Natural Area	Planned Parks



Decision Point

Will the Parks and Recreation Commission
recommend to City Council the Adoption of the 2021
Parks and Recreation Master Plan?



**General Services/Public Works
STAFF REPORT**

DATE: February 8, 2021

FROM: Dennis J. Grant, Engineering Project Manager

SUBJECT: V-20-05, Vacation of Alley Right-of-Way Located in the Final Plat of Shaw's Subdivision in the City of Coeur d'Alene

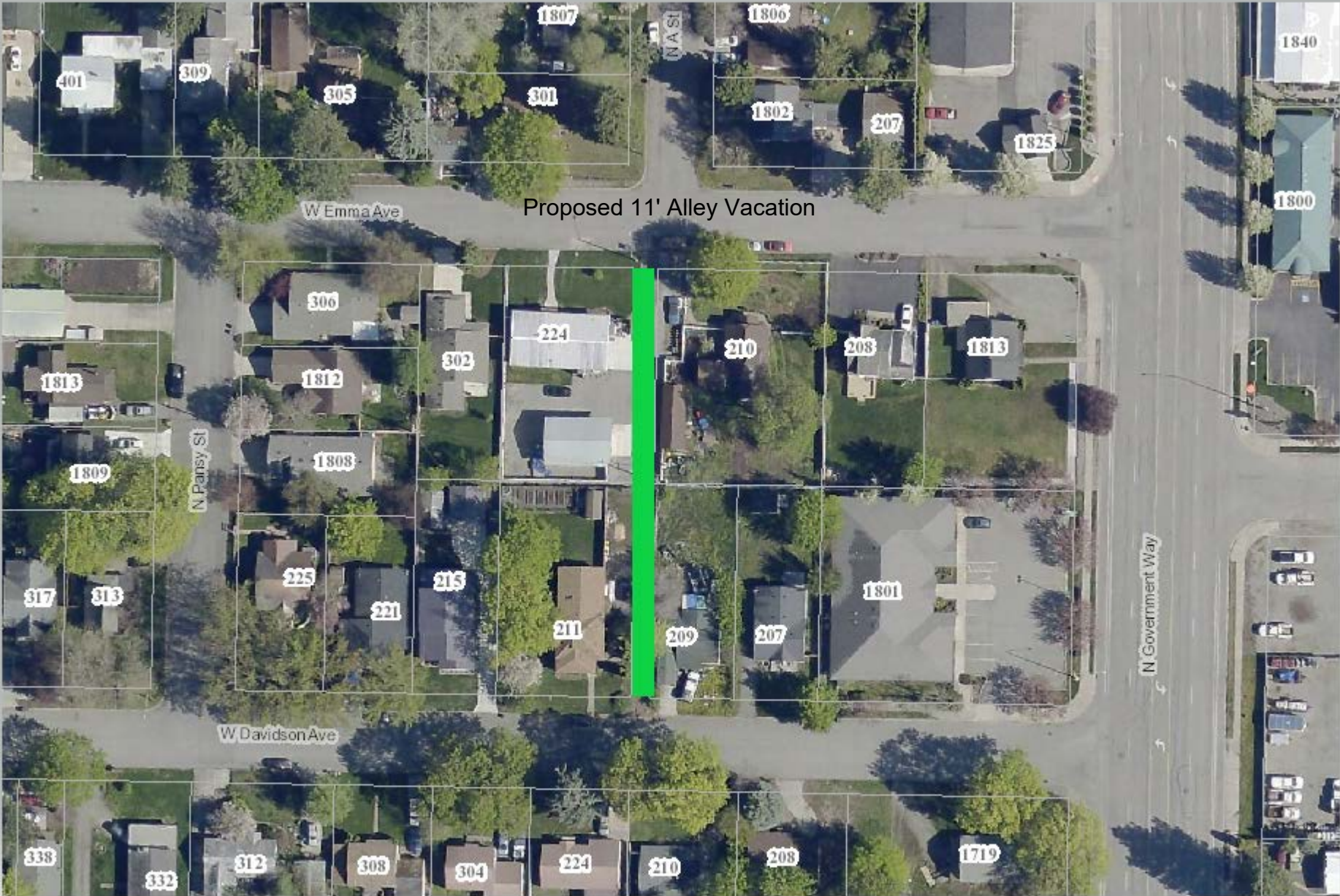
DECISION POINT: The applicants, Christopher Deering and Heather Dorrell, are requesting the vacation of alley right-of-way located in the final plat of Shaw's Subdivision. The general location is between Davidson Avenue and Emma Avenue west of Government Way.

HISTORY: The requested right-of-way was originally dedicated to the City of Coeur d'Alene in the Shaw's Subdivision in 1914.

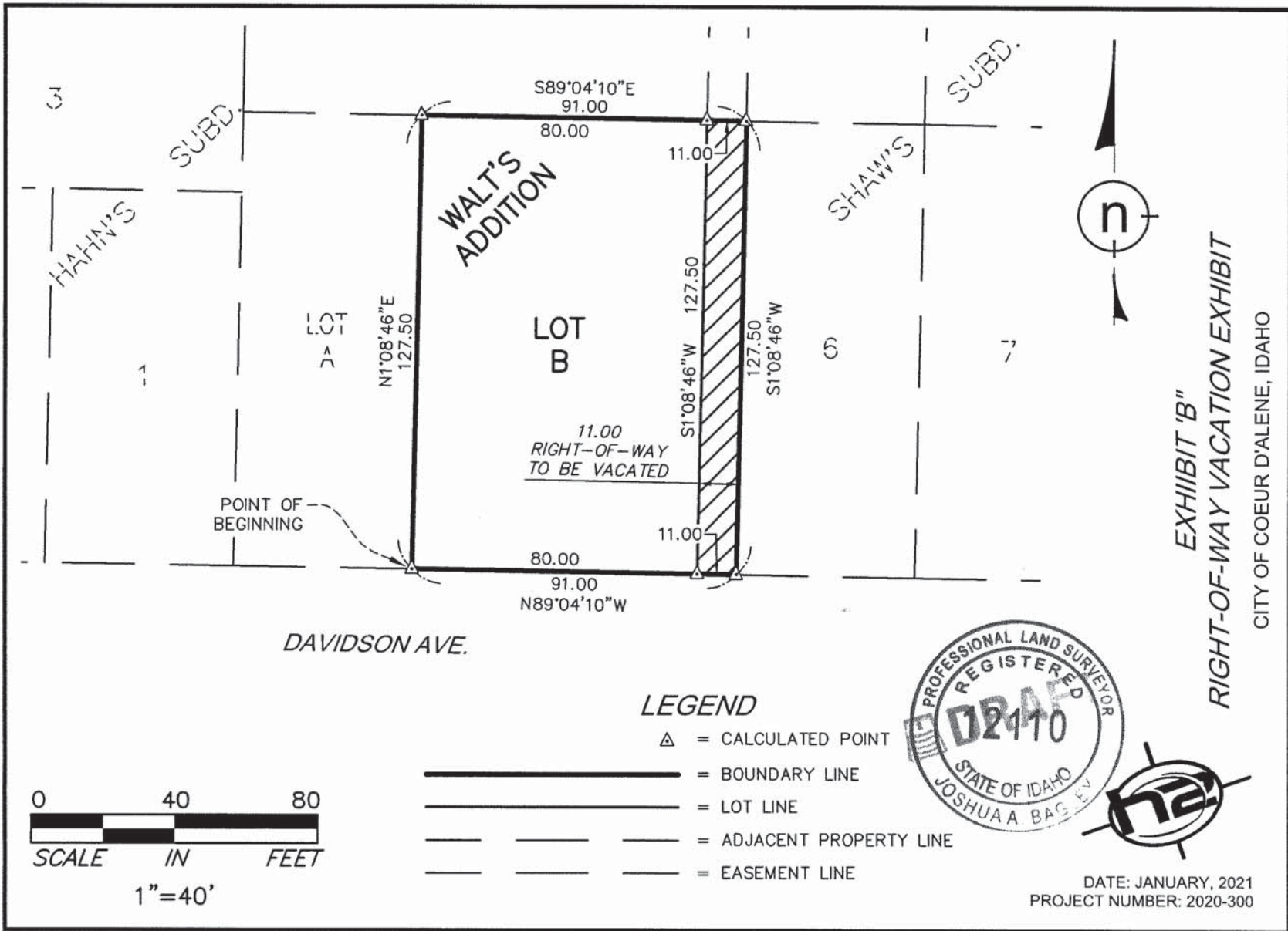
FINANCIAL ANALYSIS: The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 2,805 square feet to the County tax roll. Although a minor amount, it would be a benefit to the municipality as tax revenue and to the land owners whose lots adjoin the alley.

PERFORMANCE ANALYSIS: The purpose of this request is to vacate an eleven foot (11') wide, unimproved public alley that there is no foreseeable use for. The alley does not contain any City utilities. The franchise utilities would keep their access easement as part of the vacation ordinance. The Development Review Team was informed about this vacation.

RECOMMENDATION: Staff recommends that Council proceed with the vacation process as outlined in Idaho Code Section 50-1306 and recommends setting March 16, 2021, as the date for a public hearing on the item.



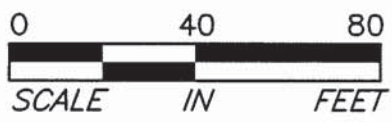
Proposed 11' Alley Vacation



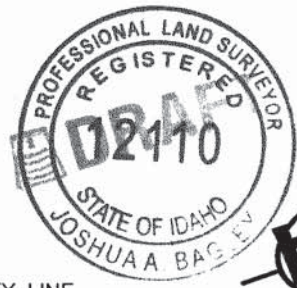
DAVIDSON AVE.

LEGEND

- △ = CALCULATED POINT
- = BOUNDARY LINE
- ==== = LOT LINE
- - - - = ADJACENT PROPERTY LINE
- · - · = EASEMENT LINE



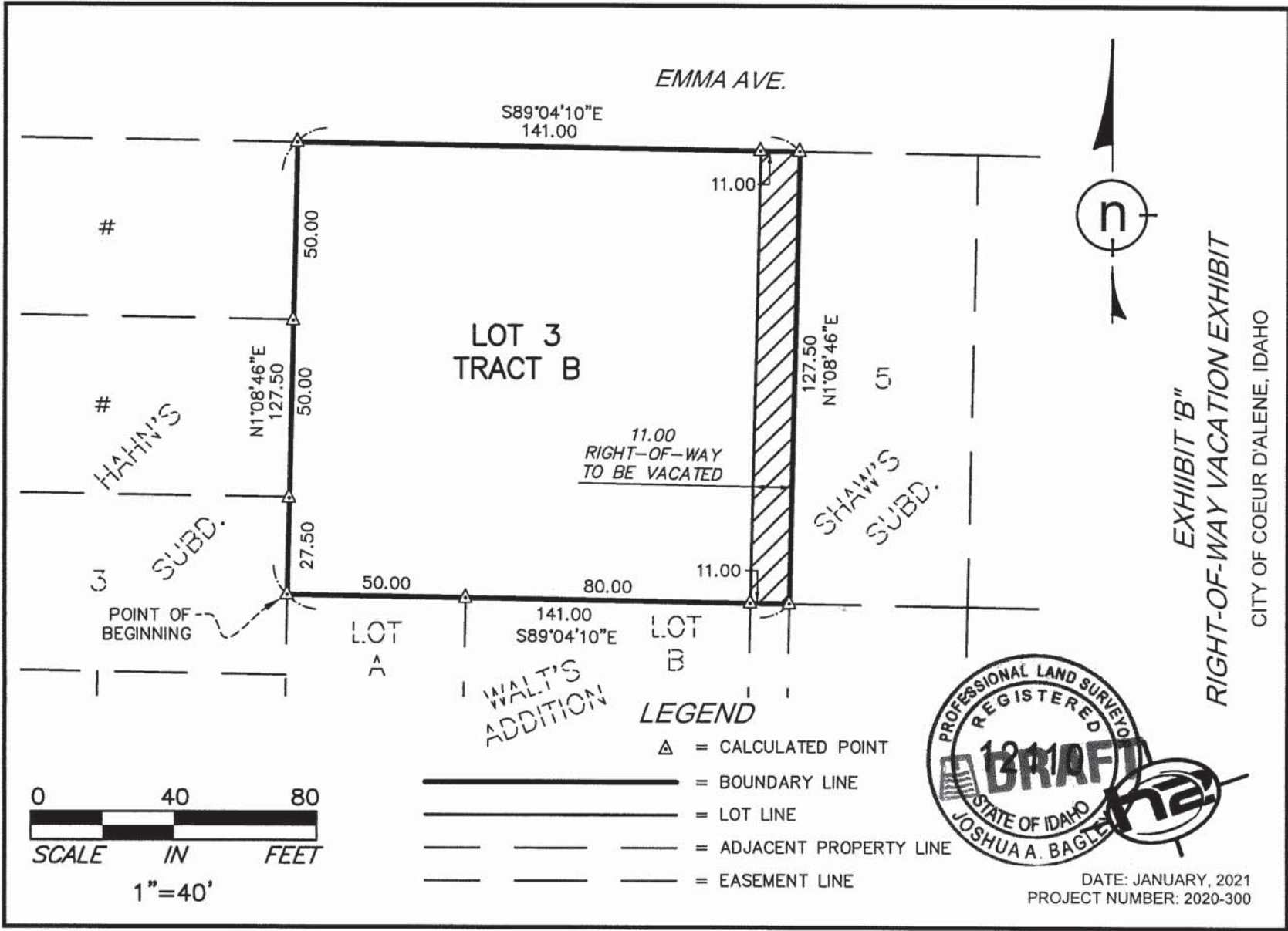
1"=40'



DATE: JANUARY, 2021
PROJECT NUMBER: 2020-300

EXHIBIT "B"
RIGHT-OF-WAY VACATION EXHIBIT

CITY OF COEUR D'ALENE, IDAHO



EMMA AVE.

S89°04'10"E
141.00

#

50.00

LOT 3
TRACT B

11.00

#

N1°08'46"E
127.50

HAHN'S
SUBD.

50.00

11.00
RIGHT-OF-WAY
TO BE VACATED

127.50
N1°08'46"E

SHAW'S
SUBD.

3

POINT OF
BEGINNING

27.50

LOT
A

50.00

141.00
S89°04'10"E

LOT
B

80.00

11.00

WALT'S
ADDITION

LEGEND

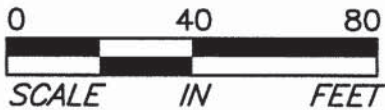
△ = CALCULATED POINT

— = BOUNDARY LINE

— = LOT LINE

— = ADJACENT PROPERTY LINE

— = EASEMENT LINE



1"=40'



DATE: JANUARY, 2021
PROJECT NUMBER: 2020-300

EXHIBIT "B"
RIGHT-OF-WAY VACATION EXHIBIT

CITY OF COEUR D'ALENE, IDAHO

**General Services/Public Works
STAFF REPORT**

DATE: February 8, 2021

FROM: Dennis J. Grant, Engineering Project Manager

SUBJECT: V-20-01, Vacation of a Portion of Excess Seltice Way Right-of-Way Adjoining the Southerly Boundary of the Coeur d'Alene Honda Auto Dealership & Tax # 3599 in the City of Coeur d'Alene

DECISION POINT: The applicant, Famille Holdings, LLC & KLSRMS LLC, are requesting the vacation of excess right-of-way along their southerly property frontage on Seltice Way.

HISTORY: The four (4) lane divided highway known as Seltice Way was originally constructed in 1926 as US Highway 10, with the portion from Coeur d'Alene to the Idaho/Washington boundary being replaced by I-90 in 1971. The right-of-way width adjoining the subject property varies in width and is +/- 200'.

FINANCIAL ANALYSIS: The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 0.60 acres to the County tax roll. It would be a benefit to the municipality as tax revenue and to the land owners whose lots adjoin the strip of usable property.

PERFORMANCE ANALYSIS: The purpose of this request is to vacate the unused portion of right-of-way along the north side of Seltice Way, East of Atlas Road. Seltice Way was recently reconstructed, widened and rebuilt. As part of this construction, a bike path was added along the north side of Seltice Way. The applicants are proposing to vacate a portion of Seltice Way, which is approximately 2 feet north of the current trail as shown on the exhibit. The request would not have any impact on future expansion of the Seltice Way corridor since the current project is complete. The Development Review Team was informed about this vacation and has no objection.

RECOMMENDATION: Staff recommends that Council proceed with the vacation process as outlined in Idaho Code Section 50-1306 and recommends setting March 16, 2021, as the date for a public hearing on the item.



W Centennial Trl

W Interstate 90

W Interstate 90

I-90

2795

2785

2775

2745

2691

14,560.0 Square feet 686.9 Feet
Proposed Vacation

Proposed Vacation
9,639.8 Square feet 713.1 Feet

W Seltice Way

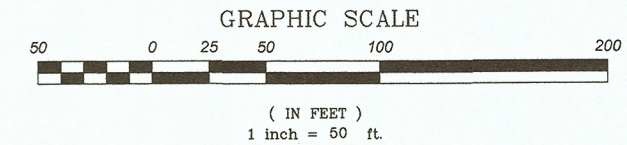
Seltice Way

RIGHT OF WAY VACATION MAP
 SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 50 NORTH, RANGE 4 WEST,
 BOISE MERIDIAN, CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO

INST. No. _____
 BOOK _____, PAGE _____

RECORDER'S CERTIFICATE

STATE OF IDAHO
 COUNTY OF KOOTENAI
 FILED THIS _____ DAY OF _____, 20____, AT _____ M.
 IN BOOK _____, PAGE _____, AT THE REQUEST OF FRAME & SMETANA,
 JIM BRANNON
 COUNTY RECORDER
 DEPUTY _____
 \$5.00
 FEE



LEGEND

- MONUMENTS FOUND AS NOTED
- HIGHWAY R.O.W. MONUMENTS FOUND

REFERENCES

- CITY OF COEUR D'ALENE WATER PLANS.
- SELTICE WAY R.O.W. PLANS.
- PLAT OF THE CIRCUIT AT SELTICE, BOOK K, PAGE 469.
- ROS, BOOK 4, PAGE 429.
- ROS, BOOK 23, PAGE 452.
- ROS, BOOK 21, PAGE 92.
- R.O.W. VACATION INST. #2134904.
- R.O.W. VACATION INST. #2737549.

BASIS OF BEARING

THE SOUTH LINE OF SECTION 3 PER ROS BOO 4,
 PAGE 429 S89°07'20"E.

NARRATIVE

THIS SURVEY FOR RIGHT-OF-WAY VACATION
 BASED ON SURVEYS OF RECORD, THE SELTICE
 WAY RIGHT-OF-WAY PLANS, PREVIOUS
 RIGHT-OF-WAY VACATIONS, INST. #2134904 AND
 INST. #2737549.

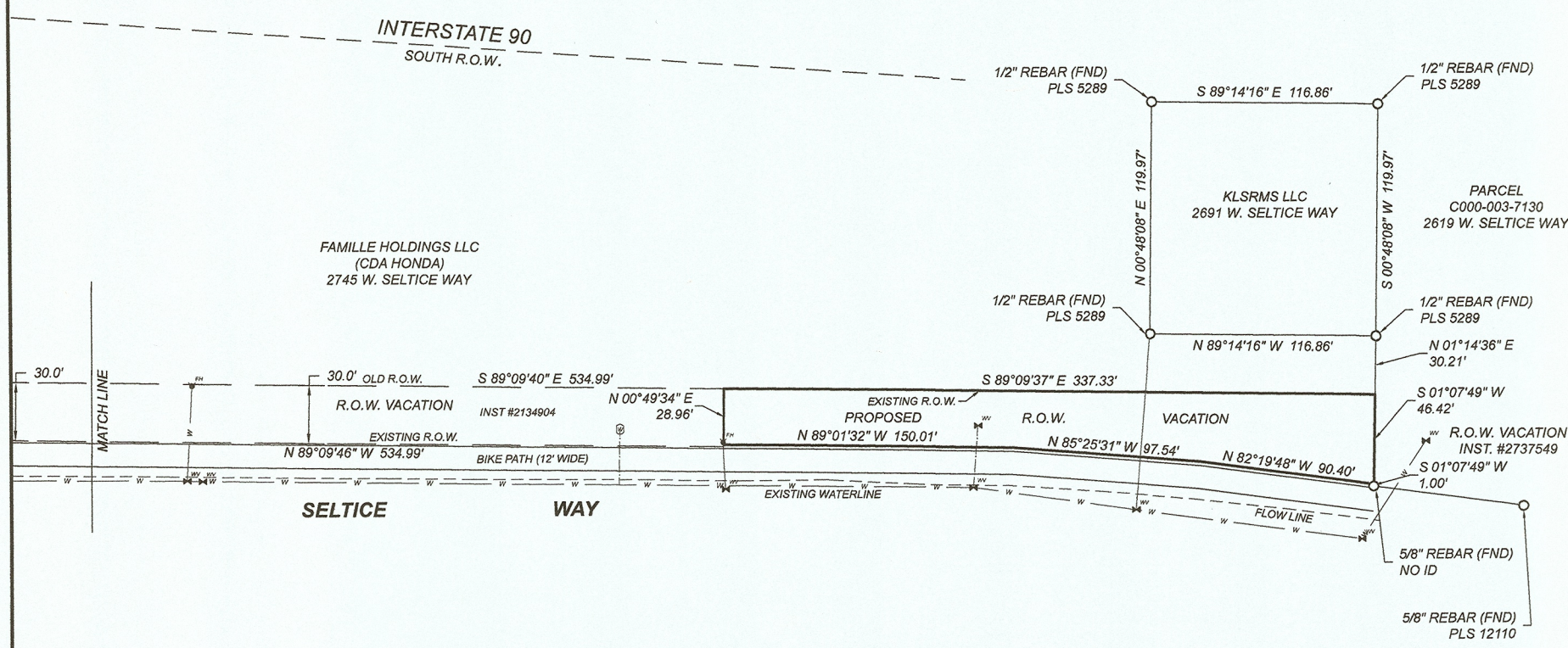
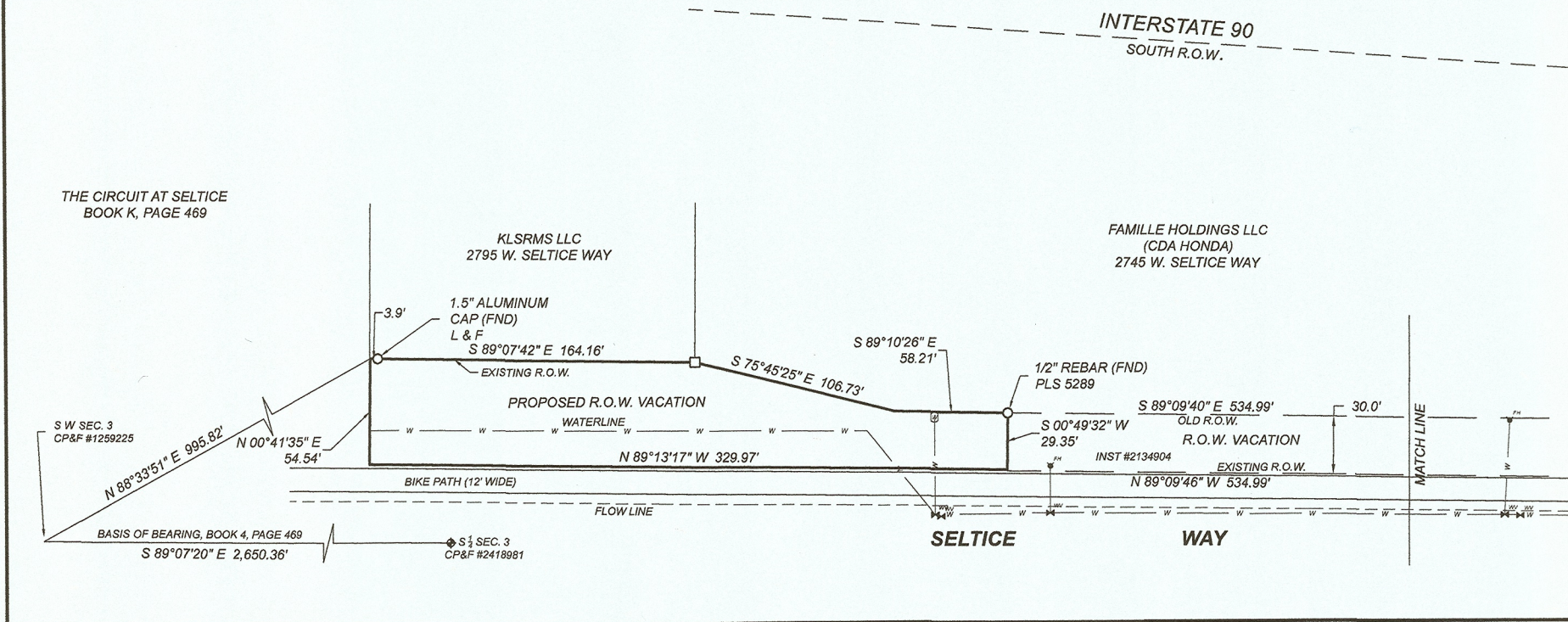
SURVEYOR'S CERTIFICATE

I, RUSSELL G. HONSAKER, P.L.S. No. 5289, STATE OF IDAHO, DO HEREBY
 CERTIFY THAT THE SURVEY REPRESENTED ON THIS PLAT WAS
 PERFORMED BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH
 THE LAWS OF THE STATE OF IDAHO, IN OCTOBER, 2018 AT THE
 REQUEST OF COEUR D'ALENE HONDA.



PRELIMINARY

RUSSELL G. HONSAKER, P.L.S. #5289



RECORD OF SURVEY

SCALE: 1" = 50'
 DATE: 02/03/2021
 DRAWN BY: JL
 FILE: C454

FRAME & SMETANA, PA
 Consulting Engineers

603 North 4th Street, Coeur d'Alene, Idaho, 83814
 Ph: (208) 664-2121 / Email: smetana@roadrunner.com

F

SHEET
 #1 OF #1