

Project: Downtown Looping Across RR Irrigation Line (PWIR260007)

Owner: City of Nampa

Consultant: Keller Associates, Inc.

Project Manager: Jordan Crane, PE, 208.288.1992, jcrane@kellerassociates.com

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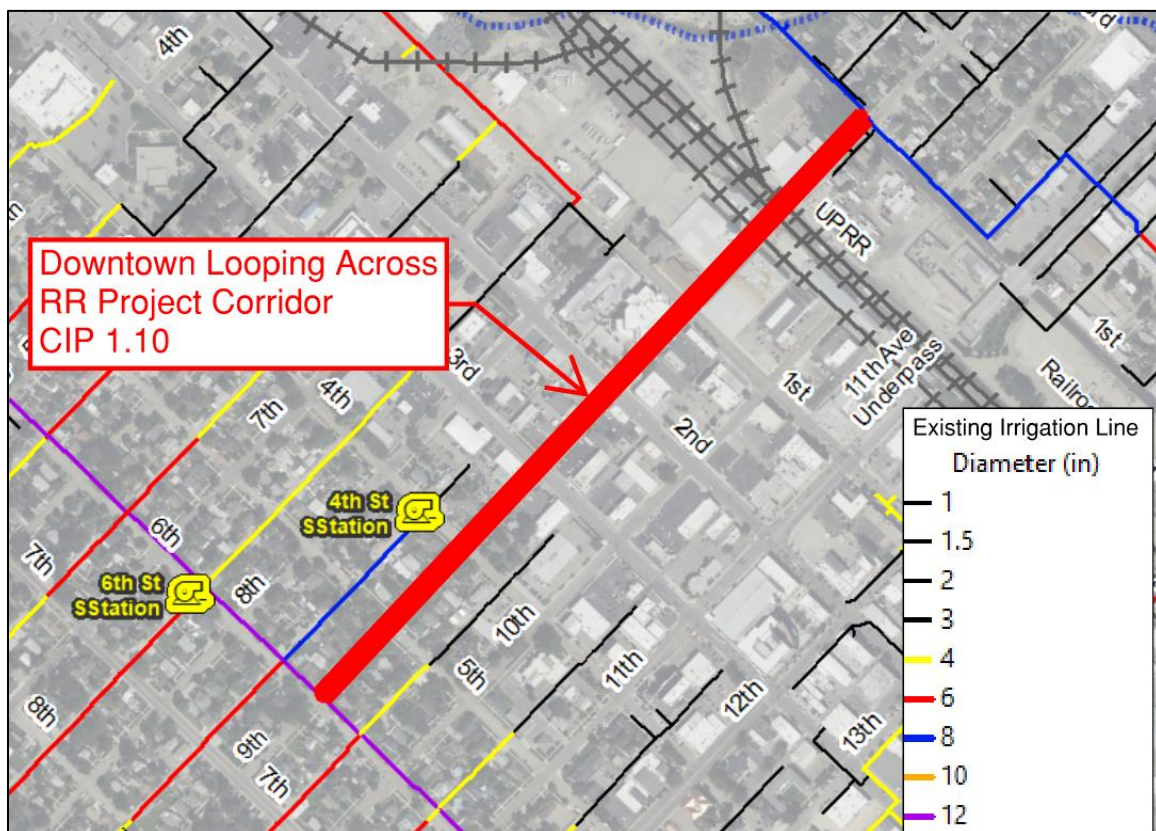
Attachment A

CITY OF NAMPA DOWNTOWN LOOPING ACROSS RR IRRIGATION LINE PWIR260007 SCOPE OF WORK

PROJECT DESCRIPTION

The City of Nampa ("Owner") has contracted with Keller Associates, Inc. ("Consultant") to provide design services for the Downtown Looping Across RR Irrigation Line. The Consultant's scope of work has been developed based on the following project description. As the project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of work.

The project consists of designing a new 12-inch pressure irrigation line along 9th Avenue South from 6th Street South to 1st Street North. The project provides a larger diameter connection across the railroad from the existing 8-inch irrigation line on 1st Street North to the existing 12-inch irrigation line on 6th Street South. This includes crossing 2nd Street South and 3rd Street South that are under Idaho Transportation Department (ITD) right-of-way (ROW) jurisdiction and crossing the Union Pacific Railroad. This project was recommended in the recently completed Irrigation Master Plan under CIP project No. 1.10. The figure below shows the project corridor.



Consultant's services are limited to those services outlined in the following scope of work.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

Consultant Responsibilities:

- 1.1. General Project Management. Provide general project administration services including contract administration, project accounting, progress reports, scheduling, and internal project administration.
- 1.2. Kickoff Meeting. Participate in a project kickoff meeting. Prepare agenda and meeting notes. The purpose of this meeting will be to review/establish design criteria, review the overall project schedule including major milestones and meetings, review project constraints and objectives, discuss available data and published materials that will be made available by the Owner, and review process for deliverables including process for Owner review and approval.
- 1.3. Request for Information. Provide initial request for information.

Owner Responsibilities:

- Provide meeting space for project meetings. Provide advertising as needed.
- Provide requested information within two weeks of request.

Assumptions:

- Project management budget assumes a project schedule of up to 9 months.
- Unless otherwise noted, meetings/workshops may include a combination of in person or virtual attendees. This assumption applies to this task as well as subsequent tasks.

Deliverables:

- Monthly invoices and project update summaries.
- Kickoff meeting agendas and meeting notes.
- Request for information.

TASK 2: SURVEY

Consultant Responsibilities:

- 2.1. Existing Utilities. Coordinate with Dig-Line for the purpose of requesting field locates and maps of utilities within the project limits (such as gas, power, telephone, storm drainage, cable T.V., street lighting, irrigation, and other utilities) that respond to the digline request for utility locates. Send survey map of existing utilities to the utility owners and request confirmation of their facility locations.
- 2.2. Topographic Surveying and Base Map. Provide topographic and PhoDAR surveying for the project corridor shown in the figure on page 1. Topographic survey will include existing visible structures, marked utilities, and observed features, such as existing fencing, sidewalks, and roadways. It is anticipated that the scope of this survey will be approximately 2,800 linear feet along 9th Avenue South from 6th Street South to 1st Street North. Consultant will research record documents in Canyon County to establish existing right-of-way widths and for use in the Monument Preservation of existing monuments (pursuant to Idaho Code 55-1613 and 54-1234) to be referenced on the Construction Plans. Consultant will utilize the Nampa G.I.S. mapping to approximately place property lines horizontal, and vertical control will be based on City of Nampa control available on the City's website. Consultant will establish temporary benchmarks along the project corridor.

Owner Responsibilities:

- Obtain or provide GIS information, including orthophotography, existing utilities, and land parcel data, easements, and rights-of-way for the project extents. Provide any available record drawings and plats of existing subdivisions.
- Provide notice and secure access to non-public properties, if required.

Assumptions:

- Surveying to be completed within existing right-of-way and easements; no boundary surveying to be completed. Land and easement acquisition, negotiations, and legal descriptions if required will be provided as an additional service.
- Budget includes one day of Phodar Drone at \$750 per day.

Deliverables:

- Topographic base map.

TASK 3: CONCEPT DESIGN SERVICES

Consultant Responsibilities:

- 3.1. Geotechnical Investigation. Consultant will utilize the services of Atlas to conduct a geotechnical investigation of subsurface conditions to provide four bore holes along the project corridor. It is anticipated that these bore holes will be adjacent to the two ITD road crossings and the RR crossing.
- 3.2. Concept Drawings and Project Constraints. Develop 30% drawings. Concept to include concept main pipeline alignment, base map information from previous Task, approximate location of major valves and connections, and major crossing concepts.

As part of concept design, identify governing authorities and major project constraints.
- 3.3. Opinion of Probable Cost. Provide a concept level opinion of probable cost for the project. Cost estimate will be an AACE Class 4 estimate with contingency.
- 3.4. Workshop Meeting. Meet with Owner to review pipeline alignment concept, project constraints and probable cost. Document decisions in meeting minutes.
- 3.5. Utility Research. Conduct a review of the utilities compared to the concept design to identify potential conflicts. Create a Utility Modification/Relocation drawing identifying which utilities must be modified and a draft of who is responsible for the cost of the modification. Send utility drawing and notification letter to the affected utilities that their facilities must be relocated for the project. Request documentation (easements or agreements) from the utilities that allows their utility to remain in place.

Owner Responsibilities:

- Provide input and written comments on concept drawings.
- Participate in workshop meeting.

Assumptions:

- Owner will review and approve all deliverables. If final deliverables fail to comply with the agreed-upon scope of work, Consultant shall revise, correcting any negligent errors or omissions within the deliverables without additional compensation. This assumption applies to this and subsequent tasks.
- No pavement coring is included in this scope of work.
- Hydraulic modeling evaluations including surge analysis of the pipelines, if needed, will be provided as an additional service.
- Consultant shall be entitled to rely, without liability or the need for independent verification, on the accuracy and completeness of the information provided by *Owner*, *Owner's* consultants, and Contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty Contractors, manufacturers, suppliers, and publishers of technical standards. This assumption applies to this task and subsequent tasks.
- The following design standards and references are to be considered where relevant during the development of the project:
 - Idaho Standards for Public Works Construction (ISPWC)
 - City of Nampa 2023 Supplemental Standard Construction Specifications
 - City of Nampa front end contracting and bidding documents (Div 00)
- AutoCAD is to be used to prepare drawings and AutoCAD Civil 3D. Spreadsheets will be prepared in Microsoft Excel and text documents in Microsoft Word.

Deliverables:

- Agenda and minutes from workshop meeting.
- Electronic copy of concept drawings (prepared in 22"x34" reviewed in 11"x17").
- Opinion of probable cost.
- Utility Conflict Analysis and Utility Notification Letters (First Notice).

TASK 4: FINAL DESIGN

Consultant Responsibilities:

- 4.1. 90% Design Plans and Specifications. Once Owner has approved the concept plans, Consultant will prepare and submit 90% design documents to the Owner. Drawings to include plan drawings and profile at key crossing locations (i.e., RR crossing) drawings. Plans will also include standard details and/or references to appropriate design standards, and indicate location of valves. Drawings will include updated general, civil, and detail sheets.

Provide front end documents that will include standard bidding forms, contract forms, construction forms, and general conditions based on the City of Nampa front end bidding documents. Specifications to incorporate Owner requirements, supplemental conditions, and special provisions and project constraints. Prepare technical specifications. Technical specifications will include the bid schedule.
- 4.2. Review Workshop Meeting. Participate in a 90% design review workshop meetings.
- 4.3. 100% Documents. Upon Owner review, Consultant will incorporate appropriate revisions into a final set of stamped drawings and specifications that will be used for bidding.
- 4.4. Opinion of Probable Cost. Prepare an AACE Class 3 opinion of probable cost with contingency for the project at 90% design.
- 4.5. Utility Coordination & Relocation Letters. Update initial utility conflict analysis based on final design. Draft Utility Relocation Letters and distribute to utility providers within the project limits. Request concurrence that they will relocate their utilities.

Owner Responsibilities:

- Owner to provide Front-End Construction Contract Documents.
- Review and provide one set of written consolidated comments for design deliverables.
- Provide legal and risk reviews of the bid documents. Assist in identifying permits and approvals for which Contractor will be responsible.
- Pay for any associated permitting fees not assigned to the Contractor.
- Provide input on location and sizes of hydrants, and valves to be replaced/upgraded. Provide input on construction constraints.

Assumptions:

- Drafting will be completed on 22"x34" sheets.
- Consultant will be compensated for additional services for Owner-requested out of scope items and for rework triggered by Owner-requested changes to previously agreed upon design criteria and concepts.
- Services exclude irrigation or landscaping design.
- Contractor will be required to prepare and implement a Storm Water Pollution Prevention Plan (SWPPP), prepare traffic control plans, and secure associated permits.
- Shoring (if required) will be designed by the Contractor.
- Additional professional time for correspondence and meetings, due to an Owner initiated change in the project design, preparing additional bidding-related documents (i.e. contract prequalification, equipment prepurchase, and alternative bids), participating in project peer reviews or value engineering, and/or project support above and beyond that described is considered an additional

service.

- Since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, the Consultant does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by the Consultant.
- The following design standards and references are to be followed where relevant during the development of the project:
 - Idaho Standards for Public Works Construction (ISPWC)
 - City of Nampa 2023 Supplemental Standard Construction Specifications
 - City of Nampa front end contracting and bidding documents (Div 00)
- AutoCAD is to be used to prepare drawings and AutoCAD Civil 3D or Revit may be used for the site and building design. Spreadsheets will be prepared in Microsoft Excel and text documents in Microsoft Word.

Deliverables:

- 90% design drawings and specifications, including one PDF submittal (prepared in 22"x34" reviewed in 11"x17") and five 11"x17" paper copies.
- 100% stamped design package, including one PDF submittal (prepared in 22"x34" reviewed in 11"x17") and five 11"x17" paper copies.
- Opinion of probable cost.

TASK 5: PERMITTING AND PUBLIC OUTREACH

Consultant Responsibilities:

- 5.1. ITD Permitting. Consultant will coordinate with ITD for permitting of the 2nd Street South and 3rd Street South crossings. Coordination will include a single meeting with ITD, filling out permit application forms for both crossings, and preparing exhibits that will be attached to the permit application forms. Permit applications will be provided to the Owner for submission to ITD for approval.
- 5.2. Union Pacific Railroad (UPRR) Permitting. Consultant will coordinate with UPRR for permitting of the PI line crossing. Coordination will include up to two meetings with UPRR, filling out permit application forms, and preparing exhibits to be attached to the permit application forms. Permit applications will be provided to the Owner for submission to UPRR for approval.
- 5.3. Public Outreach During Design – Flier/Letter. When the design is far enough along to provide accurate information to the public, Consultant will draft an informational flier/letter with project information and schedule for the Owner to review, comment, and approve. Consultant will assist Owner in identifying property owners to send the flier/letter. Owner will send fliers via mail to identified property owners.
- 5.4. Public Outreach During Design – Business Visits. Consultant will visit and deliver a copy of the approved flier/letter to the businesses along the project corridor as often business owners are not always the property owner. This task assumes up to 20 business visits and 1.5 hours per visit.

Owner Responsibilities:

- Assist with review and coordination with permitting authorities, including submitting application packages, paying any application fees, and providing legal review of permits/agreements.
- Mail public outreach materials to identified landowners.

Assumptions:

- Environmental field work or permitting beyond the permits listed above, if needed, will be completed as an additional service.
- Traffic Control plans for the portion of the project outside of ITD ROW and Stormwater Pollution Prevention Plans and permitting are anticipated to be the responsibility of the Contractor.

Deliverables:

- Permit applications and responses.
- Public Outreach flier/letter draft and final.

TASK 6: SERVICES DURING BIDDING

Consultant Responsibilities:

- 6.1. Advertisement. Provide the Owner with a bid advertisement for the Owner to publish in the local newspaper of record. Assist Owner with posting advertisement to on-line plan room.
- 6.2. Bidding Documents. Provide the Owner with 10 hard copies of the bidding documents (plans will be in 11"x17" format). Budget includes \$200 for hard copy production.
- 6.3. Pre-Bid Meeting. Attend and conduct a pre-bid meeting with Contractors interested in the project. The pre-bid will provide a forum for answering Contractor questions.
- 6.4. Addenda. If required, respond to bidder questions, and prepare up to three addenda during the bidding process to clarify, correct, or change the issued documents.
- 6.5. Bid Evaluation. Evaluate the bids received, prepare bid summary, and provide a recommendation for award.

Owner Responsibilities:

- Make arrangements for and pay for the advertisement of the project.
- Chair the pre-bid and bid opening meetings.
- Distribute plans, maintain plan holders list, distribute addenda.
- Provide legal services if required.
- Award the bid.

Assumptions:

- One bid package and one bidding process to a single Contractor is assumed. If multiple bid packages or rebidding or addressing bid protests is required, these services will be provided as an additional service.

Deliverables:

- Bid advertisement for the Owner's use.
- Ten copies and one electronic copy in PDF format of the bidding documents including 11"x17" plans will be delivered to the Owner.
- Bid evaluation letter.

TASK 7: CONSTRUCTION PHASE SERVICES

This task will be defined at a later date via a contract amendment.

TASK 8: MANAGEMENT RESERVE (ADDITIONAL SERVICES):

From time to time the Owner may have additional tasks related to the project, or additional tasks may be encountered that are not identified in this scope of work or that may be dependent on decisions not yet made ("Additional Services"). This task establishes a management reserve for Additional Services. Consultant shall not perform any Additional Services unless authorized in writing by Owner staff (Public Works Director or Owner's Project Manager). Compensation for Additional Services may be based on Consultant's time and material or a lump sum amount as agreed by Owner and Consultant. Private utility locates and potholing will be completed under this task if desired and requested by the Owner.

SCHEDULE

Consultant anticipates the following project schedule. The number of days associated with each of the tasks are approximate and assume timely delivery of requested information. Actual schedule may vary:

Task	Schedule (calendar days)	Comments
Task 2 – Survey	40 days	From notice to proceed
Task 3 – Concept Design	90 days	From notice to proceed
Task 4 – Final Design	110 days	From approval of Concept Design
Task 5 – Permitting and Public Outreach		Concurrent with final design.
Task 6 – Bidding	30 days	Assumes a bid duration of up to 30 days.
Task 7 – Construction Phase Services	N/A	N/A
Task 8 – Management Reserve		Concurrent with tasks 2-7.

COMPENSATION

As compensation for services to be performed by Consultant, the *Owner* will pay Consultant as described in the following table. While individual task budgets may be exceeded, the total authorized budget amount shall not be exceeded without written authorization from the *Owner*. For time and materials tasks, compensation will be according to the Consultant's standard billing rates updated semi-annually in January and July.

Task	Type	Amount
Task 1 – Project Management	T&M	\$11,405
Task 2 – Survey	T&M	\$20,815
Task 3 – Concept Design Services	T&M	\$65,965
Task 4 – Final Design	T&M	\$61,980
Task 5 – Permitting and Public Outreach	T&M	\$ 20,535
Task 6 – Services During Bidding	T&M	\$6,600
Task 7 – Construction Phase Services	T&M	TBD
Task 8 - Management Reserve (Additional Services)	T&M	\$10,000
TOTAL COST		\$197,300

T&M = Time and Materials