

# **SCOPE OF WORK**

FOR

# **CITY OF NAMPA**

**GARRITY TRAFFIC & SAFETY IMPROVEMENTS**  
**(WINCo BLOCK IMPROVEMENTS)**

**DESIGN SERVICES**

**PARAGON PROJECT No. 005-23-005**

**CITY OF NAMPA PROJECT No. PWST220020**

**CITY OF NAMPA TASK ORDER No. PW80024051-A**

**JUNE 28, 2024**

Prepared By:  
Paragon Consulting, Inc.  
157 W. 4<sup>th</sup> Street  
Kuna, Idaho 83634

Project Manager:  
W. Joe Barton, P.E.  
(208) 921-8486



# Scope of Work

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**Date:** June 28, 2024

**Task Order Number:** PW80024051-A

**Project Number:** PWST220020

**Project Name:** Garrity Traffic & Safety Improvements (WinCo Block Improvements)

**Consultant Company Address:**

Paragon Consulting, Inc.

157 W. 4<sup>th</sup> Street

Kuna, ID 83634

**Consultant Project Manager/Contact Information:**

W. Joe Barton, P.E.

(208) 921-8486 (Cell)

jbarton@Paragonfbk.com

**Contract Amount:** \$163,440.00 (T/M NTE)

**Duration:** July 15, 2024 thru September 30, 2025 (443 Calendar Days)

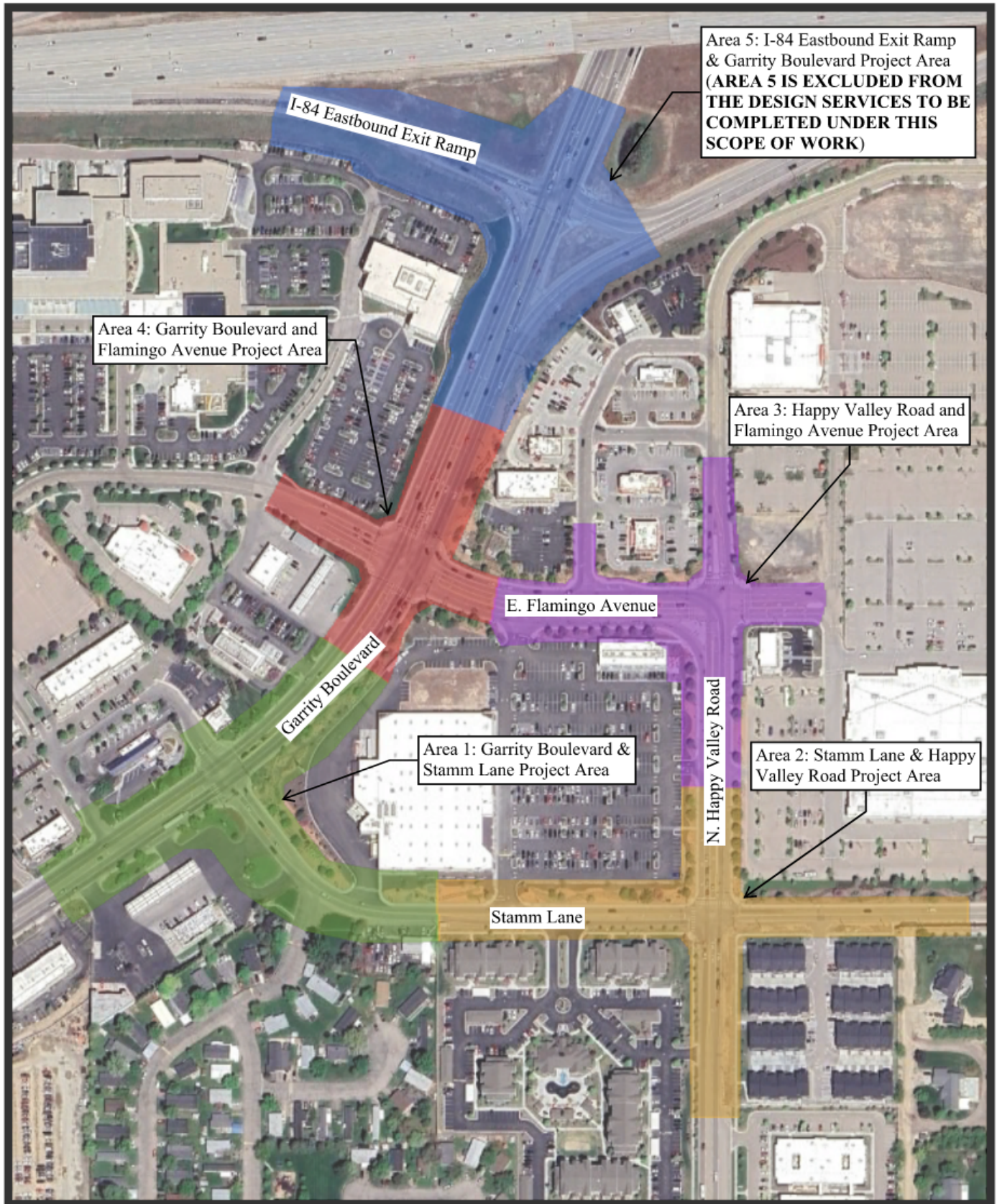
## **Project Description and Assumptions:**

The City of Nampa (City) has studied and funded various analyses of the traffic congestion in the WinCo Block area. As a result, the City recognizes that improvements are necessary at several intersections and roadways in order to help relieve traffic congestion and improve safety. Therefore, the City has identified five intersections, along with the connecting roadways, for design and construction, including:

1. Garrity Boulevard & Stamm Lane
2. Stamm Lane & Happy Valley Road
3. Happy Valley Road & Flamingo Avenue
4. Garrity Boulevard & Flamingo Avenue
5. I-84 Eastbound Exit Ramp & Garrity Boulevard

A vicinity map showing the approximate project area and the five identified intersections proposed for improvements is included on the next page.

The City and the Idaho Transportation Department (ITD) are collaborating on how to fund the project and on what specific requirements will be put on the Area 5 design. City staff is completing a Vissim model to analyze the area traffic and ultimately determine if an Interchange Modification Report (IMR) will be required for changes in Area 5. Therefore, design of Area 5 is not included in this scope of work. It is anticipated that Area 5 design will be added to the design at a later date, under a supplemental scope of work & Task Order Amendment.



Under a prior scope of work, Paragon completed a concept design for the subject intersections and roadways. Now, the City desires to advance Areas 1 through 4 of the project through the design phase of project development.

Major elements of this scope of work include the following tasks:

- Topographic survey and establish survey control (completed under a prior Task Order)
- Preliminary design
  - Establish roadway centerlines and existing right-of-way
  - Layout the intersection geometrics
  - Layout new sidewalk & pedestrian ramp facilities
  - Complete preliminary roadway design elements
  - Prepare initial signal layout and phasing plans
  - Identify signal support features (foundation location, mast arm length, lighting, signal head locations, signing, etc.)
  - Identify & coordinate potential utility conflicts
  - Prepare preliminary design plans and attend a preliminary design review meeting
- Final Design
  - Address preliminary design review comments
  - Complete profiles and grading design
  - Prepare final design plans
  - Prepare special provisions
  - Prepare quantities and cost estimates
  - Final design review
- Right-of-Way acquisitions
  - Prepare Total Ownership Map plan sheets
  - Prepare exhibits
  - Prepare legal descriptions

Major project assumptions include the following:

- The City of Nampa is using local funds to complete the tasks under this scope of work
- No Environmental clearance will be completed under this scope of work
  - Upon identification of funding for the entire project and establishment of a Key Number, the environmental document and clearance will be completed under a supplemental scope of work
- No Materials Phase Reports will be completed under this scope of work
  - Upon identification of funding for the entire project and establishment of a Key Number, the ITD Materials Phase Reports will be completed under a supplemental scope of work
  - Roadway typical section thickness for asphalt, base and subbase will be estimated based on record plans and City standards for design under this scope of work and will be adjusted based on the ITD Material Phase Reports under a supplemental scope of work
- No Project Charter / Concept Report or Location & Design Study Report will be completed under this scope of work

- It is assumed that the 2021 concept plans and the Vissim model that the City is preparing will be sufficient to achieve concept and design approval, once a Key Number is established
- Alternatives analysis for the project are not required considering the previously approved concept plans
- A single plan set will be developed to cover the entire project area as a single project
- Plans and Special Provisions will be developed using ITD plan sheet formats, standard ITD pay items and the ITD Standard Specifications for Highway Construction
- All plans will be developed using AutoCAD software on 11x17 sheets
- No Interchange Modification Report (IMR) is required for the improvements proposed for Area 5, at the I-84 eastbound offramp and Garrity Boulevard
  - The City of Nampa is completing a Vissim model of the area which will be used to show that an IMR is not necessary and Area 5 design will be incorporated into a future scope of work
- The City will complete right-of-way acquisitions, permanent and temporary easement acquisitions and will complete necessary steps to secure the project right-of-way certificate once a Key Number is established
- Consultant assistance at City Council meetings is not anticipated
- No drainage studies or hydraulic reports are required
- No special permits are required under this scope of work
- All signal components are based on City of Nampa standard equipment with no special equipment design required
- No public involvement program is included as part of this scope of work
  - Public interaction will be through direct communication and meetings with adjacent property owners and tenants

Paragon Consulting will complete the project coordination and Professional Engineering through the design phase of the project. Paragon's labor estimate for this scope of work is included as "Exhibit A".

No sub-consultant work tasks are associated with this scope of work. Paragon anticipates sub-consultant work items will be included in a future scope of work to complete the following:

- Materials Phase Reports
- Environmental Clearance
- Historic & Cultural Resources

## 1. Project Management

- 1.1. Kick Off Meeting – Consultant will prepare agenda and conduct meeting with City staff to discuss project approach, schedule, available information, etc. Consultant will record meeting minutes and transmit to City.
- 1.2. Utility Research – Consultant will coordinate with appropriate City utility divisions and Public Utility Companies to gather record drawings, field knowledge and any historical data available. Consultant will prepare project area exhibits for use in communicating with utilities.
- 1.3. City Meetings – Consultant will schedule progress meeting(s) with City, prepare agenda and record minutes. Progress meeting(s) may be incorporated into project milestone meeting(s).
- 1.4. Budget and Tracking – Consultant will provide monthly progress report(s), detailing expenditures per task to date, percent of budget spent and percent complete. Consultant will provide schedule updates, progress report(s) and revisions. Monthly progress report(s) will be submitted with monthly invoice(s).

## 2. Design Services

### 2.1. Public Outreach

- 2.1.1. Property Owner Coordination – Consultant will prepare exhibits and informational material for use in disseminating information to property owners.

Consultant will communicate project information to private property owners and meet with property owners to discuss potential impacts to access and frontage improvements. It is assumed that there are up to 12 parcels that Consultant will initiate direct communication with the owners/tenants.

- 2.1.2. Right-of-Way & Easements – Consultant will prepare exhibits and informational material for use in meeting with individual property owners for the purpose of acquiring right-of-way or construction right-of-entry easements. This scope assumes there are up to 12 parcels that may require right-of-way or right-of-entry easement acquisition.

Consultant will assist City staff during right-of-way and easement negotiations and will assist with preparing right-of-way and easement exhibits for use in the acquisition contracts. Consultant will prepare necessary legal descriptions for right-of-way acquisitions.

- 2.2. Concept Design – Completed under a prior Task Order

### 2.3. Preliminary Design

- 2.3.1. Develop Topographic Base Map – Completed under a prior Task Order.

2.3.2. Preliminary Project Field Review – A preliminary project Field Review of the project base maps will be completed to identify all features requiring attention throughout the design process.

2.3.3. Preliminary Utility Contacts – Initial contact letters, with vicinity map and improvement location layout, will be sent to appropriate utilities requesting information regarding location and possible conflicts throughout the project area.

On-Site meetings with Idaho Power will be held to determine the new power services for the signal and lighting meters.

2.3.4. Vicinity & Total Ownership Map – Consultant will prepare a Vicinity & Total Ownership map to delineate the adjacent parcel owner information base on the County Assessor's data. Right-of-Way and easement acquisition information will be completed on the ownership map table. This acquisition information in the tables may be removed at a later date if the acquisitions are completed using local City funds prior to a project Key Number being established.

2.3.5. Project Clearance Summary – Consultant will complete a typical Project Clearance Summary sheet for incorporation into the plan set. The approval project number and dates will be completed at a later time, once a project Key Number has been established.

2.3.6. Project Summary Sheets – Consultant will prepare typical ITD format summary sheets for the work contemplated in the design. Anticipated summary sheets include the following:

- Roadway Summary
- Sign Erection Specifications

It is assumed that no Pipe Summary, Illumination Materials List or Bridge Summary will be required. All items typically associated with these summary sheets will be listed on the Roadway Summary Sheet.

2.3.7. Roadway, Sidewalk & Pedestrian Ramp Design – Consultant will complete the horizontal design layout of the roadway improvements (curb/gutter locations and travel lane layout) and pedestrian facilities (sidewalks and pedestrian ramp details).

2.3.8. Set Preliminary Signal Locations – The signal location layout (pole foundation locations, mast arm lengths, lighting, signal head locations, controller locations, signing, etc.) will be designed to facilitate appropriate accessible pedestrian crossings and signal phasing based on the 2021 concept plans and the hard surface design elements completed under Task 2.3.7, at the following intersections:

- Garrity Boulevard & Stamm Lane
- Stamm Lane & Happy Valley Road

- Happy Valley Road & Flamingo Avenue
- Garrity Boulevard & Flamingo Avenue

2.3.9. Preliminary Plans – Consultant will complete the preliminary design plans, including:

- Title Sheet
- Vicinity/Total Ownership Map
- Project Clearance Summary
- Legend & General Notes
- Typical Sections & Details
- Roadway Summary Sheets
- Demolition Plan Sheets
- Plan Sheets
- Traffic Signal Layout & Phasing Diagrams
- Permanent Signing and Striping Plans
- Construction Traffic Control Plans

2.3.10. Preliminary Design Review – Consultant will attend an informal preliminary design review with the City to present the preliminary design and resolve any outstanding design issues before detailing the final plans.

## 2.4. Final Design

2.4.1. Prepare Signal Design Plans – Consultant will prepare signal design plans for the four intersections indicated in Task 2.3.8. Signal pole foundations will be designed to accommodate the proposed roadway widths and pedestrian facilities. The signal design plans will follow the requirements of the City of Nampa Traffic Signal, Illumination and Electrical Systems Standards and will include the following:

- Intersection geometrics, showing signage, pavement markings, location of pedestrian ramps, sidewalks, location of right-of-way, utilities, and any other pertinent geometric considerations
- Signal controller location will be shown on the signal plans
- The Phasing of the traffic signal will be included
- Traffic signal supports will be shown for the mast arm, lighting and signs
- Detection systems will be shown
- An informal review meeting will be held with the City to review the plans before proceeding with final detailing

2.4.2. Prepare Sidewalk & Pedestrian Ramp Plans – The design details and grading will be developed for the sidewalk and pedestrian ramps at the intersections, including the installation of ADA detectable domes and consideration of ADA sidewalk slope

requirements. The design layout will consider appropriate crosswalk locations and compatibility with signal pole and pedestrian pole locations to accommodate the pedestrian push buttons.

2.4.3. Prepare Construction Traffic Control Plans – Consultant will update and detail the preliminary Construction Traffic Control Plans in conjunction with the anticipated construction sequencing to build the project.

2.4.4. Prepare Signing & Striping Plans – Signing and Striping Plans will be finalized and detailed. MUTCD requirements, as adopted by the State of Idaho, will be followed.

2.4.5. Survey Control Map – The Survey Control Map will be developed and finalized with all the information pertaining to the proposed project improvements. A plan sheet will be prepared for inclusion in the construction plans. This map will represent all the control necessary to construct the project.

2.4.6. Utility Relocation Contacts – Plans showing the project improvements in sufficient detail horizontally and vertically will be provided to the utility owners for verification of the location of facilities and, in the case of conflict, to identify the relocation of the utility.

2.4.7. Utility Plans – Once the location and any relocation of utilities are established, utility information will be included on the construction plans for use in completing the appropriate utility adjustments. No separate utility plans will be prepared on this project.

2.4.8. Erosion & Sediment Control Plans (ESCP) – Erosion and Sediment Control measures for the project will be identified on separate plan sheets for inclusion with the final plans. It is anticipated that the erosion and sediment control measure will be limited to protection of existing drainage facilities.

2.4.9. Acquire Special Permits, Clearances, etc. – No special permits are anticipated for the project. If required, special permits will be acquired under a supplemental scope of work.

2.4.10. Perform Quality Control Check – Consultant will perform a quality control check, including but not limited to, final cross check of plan sheets and the estimate. Complete revisions as required.

2.4.11. Final Design Plans – Consultant will complete the final design including the following final plan sheets & documents:

- Title Sheet – Complete the final plan set title page
- Vicinity / Total Ownership Map – Finalized and detail the ownership map and ownership tables

- Project Clearance Summary Sheet – Complete the summary sheet with available information
- Legend & General Notes – Update the drawing legend and complete the general notes for the project construction
- Survey Control Sheet – Finalize the map showing the local project survey control
- Roadway Summary – Fill in and finalize the summary sheets
- Demolition Plans – Complete the demolition plan sheets and detail the location of all removals
- Plan Sheets – Complete the final plan layout for the project with construction callouts and details
- Utility Details – Complete the final utility details. Storm water design details showing oil-water separators, catch basins and infiltration beds. Other utility locations will be shown as relocate or retain & protect, as appropriate
- Traffic Signal Plans – Complete the signal plans, including the traffic signal materials list, signal intersection plan, phasing diagram, signal conduit diagram, signal field wiring diagram, signal detection wiring diagram and signal & sign mounting details
- Signing Erection Specifications – complete the summary sheet with applicable sign detail information
- Permanent Signing and Striping Plan – Prepare final layout and details for the pavement markings and permanent signing
- Construction Traffic Control Plan – Prepare a construction traffic control plan
- ESCP/SWPPP Plan Sheets

2.4.12. Final Design Review – Consultant will attend an informal final design review with the City (following a 2-week review period) to gather comments on the final design and resolve any outstanding design issues.

## 2.5. Special Provisions

2.5.1. Prepare Special Provisions – Consultant will prepare Special Provisions for non-standard bid items to coincide with the current ITD 2023 Standard Specifications for Highway Construction, ITD standard specification inserts and ITD supplemental specifications.

## 2.6. Engineer's Estimate

2.6.1. Engineer's Construction Cost Estimate – Consultant will prepare a project construction quantity estimate and associated cost estimate at critical milestones, including the following:

- Preliminary Design
- Final Design

## **Project Schedule**

Paragon proposes to implement these services from July 15, 2024 thru September 30, 2025 (443 Calendar Days). The following approximate milestones are proposed:

- Task Order NTP – July 15, 2024
- Preliminary Design Submittal – December 15, 2024
- Final Design Submittal – May 30, 2025

## **Cost of Services**

Services will be on a time and materials not-to-exceed (NTE) basis.

Project Management \$7,170.00

Design Services \$156,270.00

Total Cost of Services: \$163,440.00

Attached is the labor estimate and cost summary (see attached “Exhibit A”).

Attachments:

Exhibit A – Paragon Labor Estimate

## Task Order Review Checklist



**Project: Garrity Traffic & Safety Improvements (WinCo Block Improvements)**

**Date: June 28, 2024**

**SOW should contain the following information:**

- |  |   |
|--|---|
| 1) Name of Project   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 2) Name of Firm  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 3) Contact Name and Number   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 4) Current Date  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 5) Page Numbers  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 6) Outline of task(s) to be provided   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| a) PM, Design, <del>Bid, Construction</del>  |   |
| 7) Project Schedule  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| a) Milestone Dates and Cost Estimates at PM (Preliminary Design Portion), Design, <del>Bid, Construction</del> |   |
| 8) Cost of Service   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| a) (fee for services to be noted "Time and Material Not to Exceed")  |   |
| 9) Any Key Understandings to be noted  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 10) Cover letter with the correct contact information  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |



**Garrity Traffic & Safety Improvements**  
**Design Services**  
**City Project Number: PWST220020**  
**City of Nampa**

**A. SUMMARY ESTIMATED LABOR-HOURS**

	Labor Category	Labor-Hours	Hrly Rate	Labor Cost
1	Project Manager	328	@ \$165.00 =	\$ 54,120.00
2	Engineer	404	@ \$120.00 =	\$ 48,480.00
3	EIT	252	@ \$90.00 =	\$ 22,680.00
4	CADD	424	@ \$90.00 =	\$ 38,160.00
<b>TOTAL LABOR COST =</b>				<b>\$ 163,440.00</b>
<b>PARAGON TOTAL</b>				<b>\$ 163,440.00</b>

**B. SUB-CONSULTANTS & EXPENSES**

1	= \$	-
2	= \$	-
3	= \$	-
<b>SUB-CONSULTANT &amp; EXPENSE TOTAL</b>		<b>\$ -</b>

<b>TOTAL</b>	<b>=</b>	<b>\$ 163,440.00</b>
<b>TIME AND MATERIALS NOT TO EXCEED</b>		



**Garrity Traffic & Safety Improvements  
Design Services  
City Project Number: PWST220020  
City of Nampa**

**1 PROJECT MANAGEMENT**

		Total L-Hrs	PM L-Hrs	Engineer L-Hrs	EIT L-Hrs	CADD L-Hrs
1.1	Kick Off Meeting	12	4	4	4	
1.2	Utility Research	6	2		2	2
1.3	City Meetings	24	8	8	8	
1.4	Budget and Tracking	12	12			
1	TOTAL - PROJECT MANAGEMENT (HOURS)	42	26	12	14	2
	TOTAL - PROJECT MANAGEMENT (LABOR COST)	\$ 7,170.00				

**2 DESIGN SERVICES**

		Total L-Hrs	PM L-Hrs	Engineer L-Hrs	EIT L-Hrs	CADD L-Hrs
2.1.1	Property Owner Coordination	68	36		16	16
2.1.2	Right-of-Way & Easements	96	36	40		20
2.3.1	Develop Topographic Base Map	0				
2.3.2	Preliminary Project Field Review	12	4	4	4	
2.3.3	Preliminary Utility Contacts	12	4	4	2	2
2.3.4	Vicinity & Total Ownership Map	22	2	4		16
2.3.5	Project Clearance Summary Sheet	4	2			2
2.3.6	Project Summary Sheets	4		2		2
2.3.7	Roadway, Sidewalk & Pedestrian Ram Design	180	20	40	40	80
2.3.8	Set Preliminary Signal Locations	88	32	32		24
2.3.9	Preliminary Plans	180	20	40	40	80
2.3.10	Preliminary Design Review	12	4	4	4	
2.4.1	Prepare Signal Design Plans	88	32	32		24
2.4.2	Prepare Sidewalk & Pedestrian Ramp Plans	72	16	32		24
2.4.3	Prepare Construction Traffic Control Plans	36	4	16	16	
2.4.4	Prepare Signing & Striping Plans	84	4	16	32	32
2.4.5	Survey Control Map	14	2		4	8
2.4.6	Utility Relocation Contacts	6		2	4	
2.4.7	Utility Plans	18	2	8	4	4
2.4.8	Erosion & Sediment Control Plans (ESCP)	14	2		4	8
2.4.9	Acquire Special Permits, Clearances, etc.	0				
2.4.10	Perform Quality Control Check	40	24	16		
2.4.11	Final Design Plans	180	20	40	40	80
2.4.12	Final Design Review	12	4	4	4	
2.5.1	Prepare Special Provisions	48	24	24		
2.6.1	Engineer's Construction Cost Estimate	64	8	32	24	
2	TOTAL - DESIGN SERVICES (HOURS)	1354	302	392	238	422
	TOTAL - DESIGN SERVICES (LABOR COST)	\$ 156,270.00				