

February 5, 2025

Nampa Parks and Recreation
Cody Swander



Re: **Kohlerlawn Cremation Area Phase 1**
Design Services

Cody,

I am pleased to respond with this proposal for design services for phase one of the new cremation area of Kohlerlawn Cemetery. The work generally will consist of Design, Construction Documents, Bidding, and Construction Administration for development of the undeveloped property west of the existing cemetery. Proposed improvements include a drive, parking for five cars, walks, plaza area for one ossuarium, scattering garden, tribute monument, benches, and landscape. This proposal assumes that design work will start in spring of this year. Please refer to Exhibit B for more information on the area and scope.

Through the process, Jensen Belts Associates (JB) will coordinate with you and others on the Parks and Recreation Staff. This proposal is based upon our phone discussions and sketch shown in Exhibit B. Erickson Civil (EC) and Atlas (AT) will be sub-consultants under JB. JB will provide the site plan, horizontal layout, landscape, and sprinkler irrigation. EC will provide Survey, Grading, Drainage, Road Design, and SWPPP preparation. AT will provide the Geotechnical Report for use by the civil and structural engineers. Please note that a separate contract will be needed with the ossuariums structural engineer to design the footings. They need a final Geotechnical Report before they can establish their fee.

SCOPE OF WORK-

Topographic Surveying

EC will perform a topographic Survey for the site. See their attached proposal for assumptions.

Geotechnical Report

AT will provide the geotechnical report for use in the project. See their attached proposal for assumptions.

Construction Documents

- Construction Documents – Consultants will provide construction documents as follows:
 1. Grading, Drainage and Utility Plans – EC will prepare construction plans in accordance with current industry standards and local agency requirements. See attached EC Proposal
 2. On Site Layout Plan – JB will provide the final site drawings which indicate the required final location, sizing and layout of all site elements. We will also provide necessary construction details demonstrating the required construction of site elements specified.
 3. Off Site Improvement Plans – not anticipated
 4. Specifications – Consultants will provide specifications as needed. We anticipate using ACHD and ISPWC Standard Drawings and Specifications. City of Nampa Supplemental Specifications will be used as applicable. Special Provisions will be used as necessary.
 5. Planting Design – JB will provide information for lawn seeding.
 6. Irrigation Design – JB will include a design for all new plantings. We assume connection to existing Nampa pressure irrigation supply.

7. SWPPP Documents - EC will provide an Erosion and Sediment Control Plan and Narrative per local agency requirements. This work does not include filing the Notice of Intent or on-site inspections of the erosion control.
 8. Structural Engineering – Not included in this proposal and will require a separate design fee contract.
 9. Progress Submittals – We will provide plan sets and specs to the Owner for all required progress submittals and agency submittal. We will address any agency and owner comments received.
 10. Owner meetings as required.
- Permit Submittals – Consultants will provide documents for use in Agency Submittals.

Bidding

- Bidding Assistance – Consultants will provide the following:
 1. Bid Documents – Consultants will prepare the documents necessary for bidding.
 2. Bidding Assistance – Attend pre-bid meeting if requested and answer bidder questions.

Construction Administration

- Construction Administration – Consultants will provide the following:
 1. Submittal Reviews
 2. Periodic Site Visits
 3. Design Clarifications
 4. Punch List Preparation

EXCLUSIONS-

The consultants provide other professional services in addition to those described above. Unless described above and specifically included in this proposal, services including but not limited to the following are not included in the proposed fee and shall be charged as Additional Services if required:

1. Project application and agency permit/review fees.
2. Public Meetings.
3. Structural Engineering
4. Irrigation Pump Station.
5. Flood plain work.
6. Detailed Record Documents.
7. License Agreement Fees or Retainers.
8. Environmental Clearances.
9. Wetland or Riparian Delineations.
10. 3D Site Modeling and Renderings.
11. Boundary survey.
12. Materials Testing.
13. Park Signage.
14. Site Lighting
15. Construction Survey Staking.
16. Bid advertising and/or contracting.
17. See attached sub-consultant proposals for additional exclusions

DESIGN TEAM FEE PROPOSAL-

Landscape Design			
	Construction Documents	\$11,800.00	
	Bidding and Construction Admin	\$5,100.00	
			16,900.00
Civil Design			
	Civil Engineering Design Tasks	\$30,400.00	
	Topographic Survey	\$6,150.00	
	SMPPP	\$3,150.00	
	Owner Meetings	\$1,500.00	
	Construction Admin	\$3,500.00	
			44,700.00
Geotechnical			
	Geotechnical Report	\$7,870.20	
			7,870.20
Project Total			69,470.20

Invoicing will be on an hourly, not-to-exceed basis. Services beyond this scope of work can be added as separate proposals or as additional services at an hourly rate based on the below Schedule of Charges.

Our deliverables will be a stamped full-size PDF document packages e-mailed to City of Nampa (hard copies upon request). Later design revisions resulting from changes to the approved plans will be considered as additional services at an hourly rate based on the Schedule of Charges below.

**JENSEN BELTS ASSOCIATES
SCHEDULE OF CHARGES**

Staff

Principal	\$ 118.00
Landscape Architect	\$ 102.00

Expenses

Out of house printing	At Cost
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KEY PERSONNEL

Bruce Taylor, Principal-in-Charge/Project Manager

Mr. Taylor will perform the administrative function including all program, policy and contractual issues. He will also be responsible for coordination during design phase and oversee all Design and Documentation.

CONTACT

Bruce Taylor
Jensen Belts Associates
1509 S. Tyrell Ln., Ste 130
Boise, ID 83706
Phone: 343-7175
E-mail: bruce@jensenbelts.com

We greatly appreciate the opportunity to assist you on this project and are pleased to address any proposal clarifications. Should this proposal meet your expectation, please signature and return a copy.

Yours truly,
JENSEN-BELTS ASSOCIATES, PLLC



Bruce Taylor
Principal

Signature/Date

February 4th, 2025

JBA Architects, PA
Attn: Bruce Taylor, Principal
1509 Tyrell Ln.
Boise, Idaho 83706

SENT VIA EMAIL

SUBJECT: Kohlerlawn Cemetery – Phase 1; Nampa, Idaho - Civil Engineering Design Services

Dear Mr. Taylor,

Please find this letter in response to your request for a proposal for civil engineering services for the Kohlerlawn Cemetery Project in Nampa, Idaho.

INTRODUCTION

Jensen Belts Associates (JBA) has requested Erickson Civil, Inc. (ECI) to provide a scope of services to prepare civil engineering construction plans for the new Kohlerlawn Cemetery – Phase 1 expansion project as shown on attached Exhibit B. The project civil engineering design will include grading design for the area illustrated in attached Exhibit B, SWPPP design, topographic surveying and general coordination with the design team, and Owner. ECI will prepare a civil engineering design for a submittal to the City of Nampa for review, approval, and construction by JBA. It is anticipated that design will begin in the fall of 2024 and that construction will begin in 2025.

The following summary outlines the Scope of Work to be performed by ECI.

1. Project Management.
2. Topographic Surveying.
3. Civil Engineering Design and Construction Documents – Grading and Drainage Plans.
4. SWPPP preparation.
5. Construction Administration & Bidding Assistance Services.

The following detailed Scope of Services outlines anticipated Civil Engineering services and coordination efforts with the project team that will be provided by ECI.

SCOPE OF WORK

I. TASK 1 - PROJECT MANAGEMENT & TERMS

- A. Notice to Proceed: JBA's acceptance of ECI's proposal will serve as the Notice to Proceed for the work. ECI is available to begin design work immediately thereafter.
- B. Project Kick-Off Meeting: ECI will contact JBA to discuss and coordinate any initial coordination items required to gain additional project understanding, the intent of JBA and any other initial "Project Setup" items as necessary to begin work.
- E. Coordination Meetings: ECI and JBA will meet and/or have telephone conferences throughout the duration of the project based on the agenda items to be discussed. ECI will coordinate meetings with JBA to discuss current project issues and to seek feedback to keep the project tracking forward.

- F. Terms and Conditions: See attached “Standard Terms and Conditions” attached hereto as Exhibit A, which includes pages A1 and A2.
- II. **TASK 2 – BASE MAP PREPARATION:** JBA will provide ECI an AutoCAD file of the current site plan for use in preparing the final design and construction drawings. ECI will prepare a project base map utilizing the project site plan and topographic survey.
- III. **TASK 3 – OWNER MEETINGS:** ECI will attend meetings with the owner and design team throughout the duration of the design and construction phases of the project. This proposal is structured for meeting attendance efforts on a time & materials basis.
- IV. **TASK 4 - TOPOGRAPHIC SURVEY:** ECI will perform a topographic survey for the area shown on Exhibit B as described below. A title report of the property, with all underlying documentation, will be provided to ECI by JBA prior to surveying commencing. If a title report is not provided, easements or other items affecting the property may not be noted or shown on the survey drawing. It is assumed that property pins are in place to designate the property boundary. If property pins are not found, the property boundary would need to be determined to be shown accurately under a separate scope of work.

Perform a topographical surveying of the site to include the following:

- Conduct control to establish the project datum.
 - Horizontal Datum shall be related to Idaho State Plane Coordinates, NAD 83
 - Vertical Datum shall be NAVD88.
- Conduct Topographical mapping of the site.
 - Survey locations of surface features on the site to include trees, ditches, fences, buildings, adjacent roads, monitor wells, visible utilities, etc.
 - Survey existing underground utility information as marked in the field by locating companies.
 - Survey location of all streets or driveways within 25’ of project area.
 - Survey grid of the project site at a 25-foot interval to create an accurate surface model of the site.

Deliverables:

- Electronic file of topographic base map and contour information.
 - ASCII file of survey data, both electronically and hardcopy.
 - Electronic point file containing AutoCAD surface information.
- A. **Develop Base Mapping:** ECI will prepare the project civil base mapping utilizing the site plan prepared by JBA.
- B. **Construction Staking:** Not included in this Scope of Work.
- C. **As-Built Survey:** Not Included in this Scope of Work.
- D. **Legal Description and Exhibit Preparation:** Easement legal descriptions and exhibits will be completed on a per each basis as outlined in the fee section of this proposal.

- V. **TASK 5 - SCHEMATIC DESIGN & DESIGN DEVELOPMENT:** ECI will develop concept plans for civil engineering design items. The plans will include rough layouts and preliminary BMP facility design. In addition, existing conditions will be evaluated for design alternative suitability in accordance with the City of Nampa Storm Water Ordinance. Rough space and volume requirements for drainage facilities will be estimated and discussed with JBA. The following items summarize the content of the preliminary design plans.
- A. Grading & Storm Water Drainage Plan: ECI will develop a preliminary grading & drainage plan for storm water disposal and include concepts for BMP's. The plan will be used for illustration and discussion purposes with Owner and project design team and will be further developed, as modified, in the contract documents stage of design.
 - B. Utility Plan: Not Anticipated.
 - C. Frontage Roadway Plans: Not Anticipated.
- VI. **TASK 6 – CONSTRUCTION DOCUMENTS:** ECI will prepare final construction plans for civil engineering design items including grading & storm water disposal and the project SWPPP. The plans will be an advancement of the Design Development plans to include additional details, calculations, specifications and other design team coordination items. The following items summarize the content of the Construction Documents.
- A. Construction Plans
 - 1. Grading and Drainage Plans: Detailed grading and drainage plans will be developed that will identify finished grade contours and/or spot elevations for concrete curbing and asphalt, and storm drain catch basins & associated pipes. ECI will perform detailed storm runoff calculations to identify peak runoff rates and volumes for drainage design. No complex detention or retention facilities are anticipated. ECI will incorporate BMP's into the design as may be required by the City. ECI will provide final drawings and project specifications stamped by an engineer registered in the State of Idaho.
 - 2. Water and Sewer Design: Not Anticipated.
 - 3. Joint Trench Coordination: Not anticipated.
 - 4. Development of Details: ECI will develop details in accordance with the local jurisdictions for specific civil design elements.
 - 5. Project Specifications: ECI anticipates using the current edition of ISPWC Standard Drawings and Specifications and the City of Nampa Supplemental Specifications.
 - 6. Prepare 100% Construction Drawings: ECI will finalize the construction drawings for submittal to the appropriate agencies for approval.
 - B. Building Permit Submittal
 - 1. ECI will prepare the Civil Engineering design for permit submittal by JBA.
- VII. **TASK 7 – STORM WATER POLLUTION PREVENTION PLAN** - ECI will prepare a Storm Water Pollution Prevention Plan as required by the IDEQ and the EPA. Deliverables will include a narrative and plan

drawing. IDEQ/EPA permitting including NOI's; SWPPP implementation, management, and maintenance; and NOT's will be performed by others.

VIII. TASK 8 – CONSTRUCTION ADMINISTRATION & BIDDING ASSISTANCE: ECI anticipates that the following Construction Administration tasks will be required to complete the project. This proposal is structured for completion of Construction Administration & Bidding Assistance efforts on a time & materials basis.

- A. Bidding Assistance: ECI will attend pre-bid meeting if requested. In addition, ECI will be available to field questions of bidders that arise during the bidding process. Bidding Documents will be prepared by others.
- B. Preconstruction Meeting – ECI will attend a preconstruction meeting with the LCA and the contractors performing the work. LCA will chair the meeting and will review the project schedule and inspection needs.
- C. Contractor Submittal Reviews: ECI will review shop drawings for project components and materials that are specified within the specifications. Submittals that will require review should be provided to ECI. Upon completion of ECI's review, all submittals will be returned to LCA for distribution and processing.
- D. Periodic Site Visits & Design Clarification: ECI will visit the site and review progress as requested. ECI will check general conformance between the design and the construction activities.
- E. Opinion of Probable Cost: If requested, ECI will prepare an Opinion of Probable Cost.
- F. Punch List Preparation: ECI personnel will visit the site and compare work completed to the contract plans and specifications. A punch list of outstanding items will be generated and provided to LCA for appropriate follow-up. Re-inspection will be performed as requested.

IX. WORK NOT INCLUDED: This item is included for reference to ensure that there is a concise understanding of what tasks ECI has *not included* within this Scope of Services. Several of the items are either not anticipated to complete the project or are services assumed to be provided by others to avoid duplication of efforts. Please notify us if you feel a need for ECI to include any of the tasks identified below; we are certainly able to modify our Scope of Services to incorporate any additional project needs.

- A. Project Applications and Permit/Review Fees. (To be prepared and paid by JBA)
- B. Retaining Wall Design. (By Others)
- C. Bid Documents. (By Others)
- D. Utility Boring. (Not anticipated)
- E. Flood Plain Work including, Permitting, Modeling, Map adjustments, LOMR-F, LOMA. (Not Anticipated)
- F. Detailed/Drafted Record Drawing Preparation. (Not Anticipated)
- G. Attorney Retainer Fees for License Agreements. (By Others)
- H. Construction Inspection. (Not Anticipated)
- I. Environmental Clearances environmental clearances including but not limited to investigations, studies, surveys, delineations, or assessments. (Not Anticipated)
- J. Wetland and Riparian Delineations. (Not Anticipated)
- K. Hydraulic capacity evaluations of existing irrigation, water and sanitary sewer systems. (By Others)
- L. Trash Enclosure and other Site Amenity Design. (By Others)
- M. Record of Survey, ALTA Survey, and platting. (Not Anticipated)
- N. Easement Agreement Creation – Use Agency Standard Forms. (Not Anticipated)
- O. Structural Building/Footing Design. (By Others)
- P. Site Lighting. (By Others)
- Q. Life Safety Analysis & Associated Tasks. (By Others)
- R. Detailed Entrance Signage Design. (By Others)
- S. Potholing Services for Subsurface Utility Exploration. (Not Anticipated)

- T.** Offsite Utility Extensions. (Not Anticipated)
- U.** Conditional Use, Rezone, or other entitlement proceedings. (Not Anticipated)
- V.** Pressure Irrigation Pump Station (Not Anticipated).
- W.** Site Plan Preparation – ECI will use existing site plan prepared by JBA for design purposes. (Not Anticipated).
- X.** Gravity Irrigation Ditch tiling or Irrigation Structure Design. (Not Anticipated)
- Y.** Well design, Water Right Acquisition or Transfers. (Not Anticipated).
- Z.** Legal Proceedings and/or Protests. (Not Anticipated).
- AA.** Landscaping, Irrigation, Sprinklers, and Fencing. (By Others)
- BB.** Existing Utility Relocations and Existing Easement Vacations. (Not Anticipated)
- CC.** Geotechnical Investigation (To be provided to ECI by JBA for pavement & drainage design).
- DD.** Frontage Improvement Design, Public Roadway Improvements, Right-of-Way Dedication, or Utility Improvements.
- EE.** Utility Design, Water System Design, Sewer System Desing. (Not Anticipated).
- FF.** License Agreement with Pioneer Irrigation District or Encroachment the Pioneer Irrigation District Easements. (Not Anticipated).

X. FEE ESTIMATE*

Civil Engineering Design Tasks

I.	Project Management	\$ 400
II.	Schematic Design	\$ 6,000
III.	Design Development	\$ 12,000
IV.	<u>Construction Documents</u>	<u>\$ 12,000</u>
	Lump Sum Design Fee	\$ 30,400

Topographic Survey

V.	<u>Topographic Survey</u>	<u>\$ 6,150</u>
	Lump Sum Design Fee	\$ 6,150

Storm Water Pollution Prevention Plan

VI.	<u>Storm Water Pollution Prevention Plan</u>	<u>\$ 3,150</u>
	Lump Sum Design Fee	\$ 3,150

Owner Meetings

VII.	<u>Owner Meetings</u>	<u>\$ 1,500</u>
	Time & Materials Estimated @	\$ 1,500

Construction Administration

VIII.	<u>Construction Administration</u>	<u>\$ 3,500</u>
	Time & Materials Estimated @	\$ 3,500

***Legal Descriptions and Exhibits:** All legal description needs have not yet been determined for the project and will be resultant of the investigation and design processes. Easement legal descriptions will be prepared on a per each basis at a rate of \$800.00 each. Exhibits will be prepared on a per each basis at a rate of \$800.00 each.

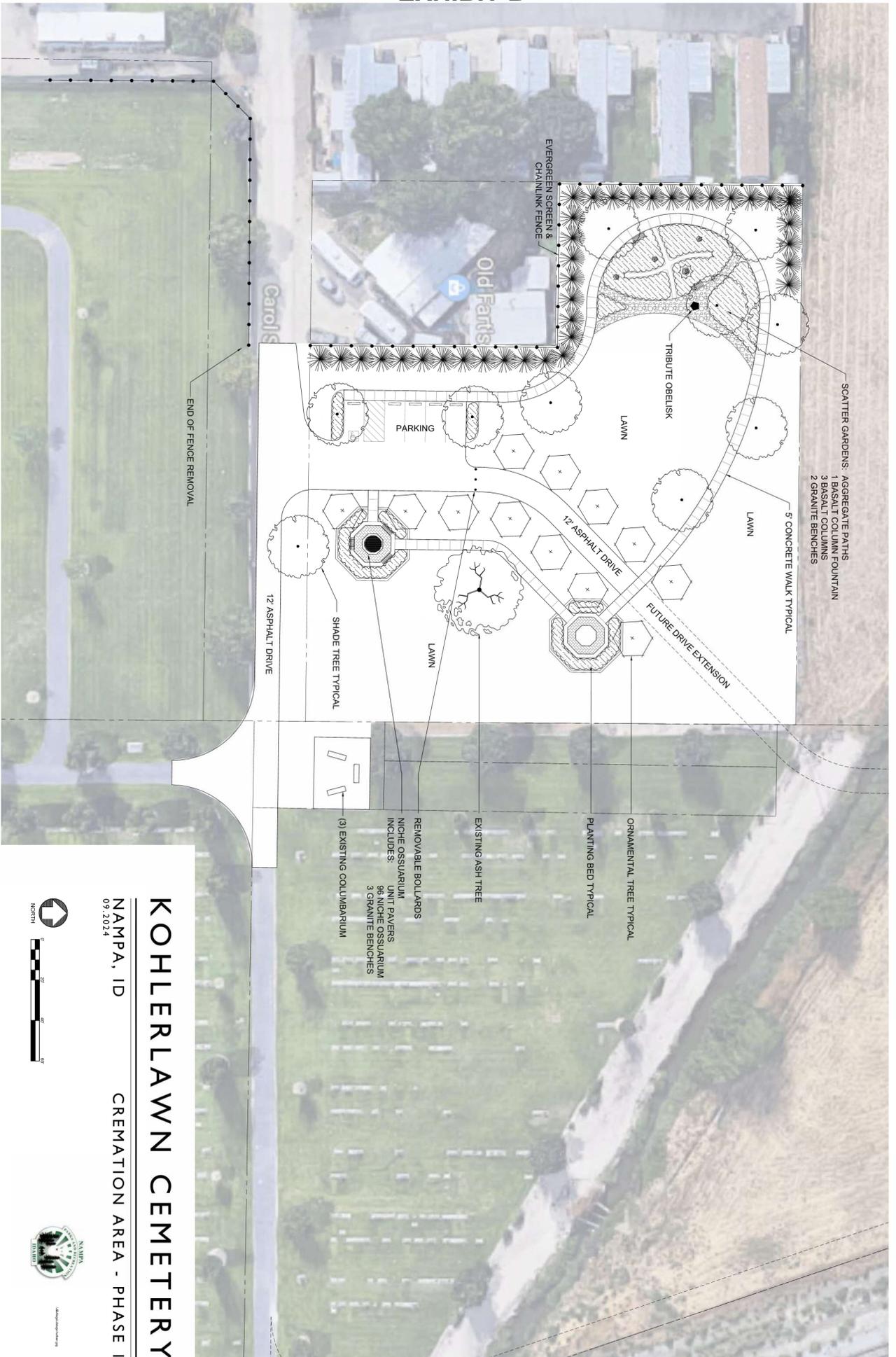
Additional work items not included within this Scope of Services will be provided on a time and materials basis under a supplemental Scope of Work. Hourly Rates for Time and Materials Work are as follows: Principal = \$176.00; Project Manager = \$152.00; Project Engineer = \$139.00; Technical Designer = \$115.00; Clerical = \$68.00.

If this proposal is acceptable, please secure the appropriate signature on the attached Notice to Proceed and return one original copy to Erickson-Civil, Inc. We would appreciate the opportunity to further discuss this proposal with you if you should have any questions. I will be the single point of contact for questions and coordination efforts related to the project.

Sincerely,
ERICKSON-CIVIL, INC.

Ross K. Erickson, P.E.
 Project Manager

EXHIBIT B



KOHLERLAWN CEMETERY

NAMPA, ID CREMATION AREA - PHASE I
09.2024



LANDSCAPE ARCHITECT



2791 S. Victory View Way
Boise, ID 83709
(208) 376-4748 | oneatlas.com

November 4, 2024
Proposal No. 24-10684

Bruce Taylor
Jensen Belts Associates
1509 South Tyrell Lane, Ste 130
Boise, ID 83706
(208) 343-7175
bruce@jensenbelts.com

**Subject: Geotechnical Investigation Proposal - Revised
Kohlerlawn Cemetery
422 East Carol Street
Nampa, ID 83687
Latitude: 43.597834, Longitude: -116.568526**

Dear Bruce Taylor:

In accordance with your request, Atlas Technical Consultants LLC (Atlas) is pleased to submit this proposal for a geotechnical investigation for the Kohlerlawn Cemetery project located at 422 East Carol Street within Nampa, ID.

The subsurface investigation will be conducted to provide information needed in design of the proposed project. The project is expected to consist of a small expansion to the existing Kohlerlawn Cemetery that will include a new ossuarium, walking paths, and a new asphalt access road. The site to be developed is approximately 1.24 acres. Retaining walls are not anticipated. Drainage is expected to be directed to onsite infiltration facilities. Location and size of the infiltration facilities are unknown at this time. Revisions may be required based on final design requirements. This proposal contains our proposed scope of work, fee, and schedule.

SCOPE OF WORK

Exploration and recommendations will be prepared under the supervision of a registered professional engineer. Qualified personnel will perform all field work. In accordance with your request, our proposed subsurface exploration will include the following services:

Subsurface Soils Investigation

- Underground public utility locate services will be contacted prior to commencement of field work. The client, property owner, and/or developer are responsible for private utility locates as Atlas cannot be held responsible for the cost of replacement of utility services.
- Borings will be advanced to the following depths and locations: 1 boring to 20 feet in the proposed ossuarium location and 3 borings to 10 feet across the remainder of the site. Borings will be backfilled at completion of exploration. Excavated soils will be left onsite in



an inconspicuous location. If needed, these soils can be transported offsite for an additional fee.

- Soil will be classified in the field in accordance with applicable standards, including ASTM D2488.
- Representative soil samples will be collected and transported to our laboratory for additional testing, per ASTM or other recognized standards.
- One infiltration test will be performed.

Geotechnical Engineering Report

- Information regarding regional geology will be provided.
- Recommended Site Class and Seismic Design Parameters will be provided.
- Results of field and laboratory testing will be included.
- Final logs will be provided based on field classification, laboratory test data, and classification of soils per ASTM D2487. These logs will incorporate all subsurface soil and/or rock profile properties that may affect engineering conclusions.
- A summary of soil conditions encountered will be provided.
- Approximate exploration locations will be provided on a site map.
- Hydrology
 - A review of localized groundwater conditions will be included.
 - Estimated soil infiltration rates will be provided based on soil classification.
 - Results of infiltration testing will be reported.
- Foundations
 - Bearing capacity for applicable foundation types will be provided.
 - Recommended frost embedment depths will be included.
 - Foundation subgrade preparation and drainage recommendations will be presented.
- Applicable pavement section recommendations will be provided.
- Fill material type and placement recommendations will be presented.
- Recommendations for construction activities will be included.

COST INFORMATION

The fees outlined in this proposal are based on review of the provided project details and/or documents, as well as our experience on similar projects. The outlined scope of work will be billed on a lump-sum basis for a total fee of \$7,870.20. The cost of services may exceed this proposed fee if unanticipated conditions are encountered that would warrant additional investigation or analysis, or if the proposed plans are changed from the previously stated understanding of the project. Atlas will notify the client and obtain approval prior to incurring any additional fees on the project. All subsequent services and communications with design consultants or contractors will be charged in accordance with the attached fee schedule.



SCHEDULE

Atlas will proceed with the work on the basis of verbal authorization; however, please sign and return a copy of this proposal. Public underground utility locate services will be notified as required by law once notice to proceed is received. Utility locate services require 2 full business days before subsurface exploration can commence. Atlas anticipates issuing our findings and recommendations within 10 business days from the last date field work is performed or soil samples are obtained. The attached Project Data Sheet provides us with values used in our design calculations. Please consult the project design team, complete the sheet to the fullest extent possible, and return at your earliest convenience. Unless otherwise noted, Atlas will provide only a PDF copy of the final report.

CLOSURE

This proposal is valid for 90 days from the date initiated. If you have any questions regarding this document or if we may be of further service, please contact our office at (208) 376-4748.

Atlas sincerely appreciates this opportunity to provide professional services to you on this project. We look forward to working with your team.

Respectfully submitted,
ATLAS TECHNICAL CONSULTANTS LLC

A handwritten signature in blue ink, appearing to read "Clint Wyllie". The signature is fluid and cursive, written over a light blue background.

Clint Wyllie, PG
Staff Geologist

Attachment: Fee Schedule
Project Data Sheet



It is proposed that the cost of these services be invoiced on a lump sum basis as outlined below.

	Unit Rate	Units	Subtotal
FIELD INVESTIGATION			
Atlas Field Investigation Fees			\$1,657.20
Drilling Subcontractor Fees			\$3,393.00
REPORTING			
Final Report Fees			\$2,490.00
LABORATORY TESTING			
Sieve Analysis (ASTM C117/C136)	\$150.00	1	\$150.00
Atterberg Limits (ASTM D4318)	\$180.00	1	\$180.00
MISCELLANEOUS			
Meetings/Consultation, per hour (if needed)	\$150.00	0	\$0.00
PROJECT TOTAL:			\$7,870.20

The individual signing below represents and warrants that he/she has full authority to enter into this Agreement on behalf of CLIENT. By signing below, CLIENT is acknowledging and agreeing to [Atlas Technical Consultants, LLC Terms and Conditions](#) (or available upon request). If the individual below lacks such authority, he/she shall be personally responsible for payment of obligations under this Agreement. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated below.

Atlas Technical Consultants LLC

Jensen Belts Associates

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____