

**Stantec**

727 E. Riverpark Lane, Suite 150  
Boise, ID 83706

April 10, 2025

**Attention: Garrett Potts**

Project Manager  
City of Nampa  
Public Works Department  
500 12<sup>th</sup> Ave S  
Nampa, ID 83651

Dear Mr. Potts,

**Reference: Nampa Airport Lift Station Improvements**

The City of Nampa (City) Airport Lift Station (ALS) number 8 has been identified as a City lift station that is in need of upgrades to either replace or improve aged infrastructure, equipment, and instrumentation for Fiscal Year 2025 (FY25) with bidding and construction to be performed in FY26. These improvements are part of an ongoing system-wide asset management program for the sewage conveyance system within the City. As part of this Airport Lift Station Improvements Project (Project), specific improvements to the ALS are to be identified, evaluated, and drawings and specifications developed, finalized, and issued for construction. The improvements are generally characterized as extending and improving lift station functionality, operations, and extending the remaining useful life of the lift station facilities. Project improvements are generally expected to include:

- Evaluation and potential replacement of existing pumps and onsite piping.
- Evaluation and replacement of electrical and control panels and wiring.
- Evaluation and improvements for telemetry upgrades.
- Evaluation and replacement of valves within the valve vault.
- Evaluation or removing the existing pigging station and replacing this appurtenance with a new flow meter.

**SCOPE OF WORK**

In order to deliver this work, Stantec will perform the following tasks as part of this Project's Scope of Work:

Task 1 – Project Management and Coordination

Task 2 – ALS Improvements Assessment

Task 3 – Draft and Final Design

Task 4 – Bid Services

Task 5 – Engineering Services During Construction

**General Project Assumptions:**

The following assumptions have been made for this Project:

- Stantec's standard quality internal review efforts will be performed by senior personnel experienced in the respective disciplines who are not involved in the design to obtain an unbiased well-qualified review of each phase of the design before it is delivered to the City.
- No site survey is required for the preparation of drawings for this project.
- It is assumed that all backgrounds for Stantec drawings can be prepared from Record Drawing information provided by the City.
- No utility locating (potholing) or geotechnical services are included.

April 10, 2025

Garrett Potts

Page 2 of 9

**Reference: Nampa Airport Lift Station Improvements**

- It is assumed that the existing pumps will be replaced with pumps sized and rated for a similar flow. No hydraulic modeling of the upstream or downstream collection system or force main will be completed by Stantec.
- Piping upgrades are assumed to be limited to the ALS site.
- All valve replacements will be considered a bid alternate such that it allows the City to use City-supplied valves for a portion (or all) valving, if available.
- Idaho Department of Environmental Quality (IDEQ) review is assumed to be four weeks, and it is not expected IDEQ will have significant comments requiring major design changes.
- City permitting and electrical inspections are not expected to be needed. Permit investigations and applications are excluded from this scope of work.
- Stantec shall be entitled to reasonably rely upon the information and data provided by the City or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included herein.
- Horsepower for new pumps is expected to remain similar to existing, and no upsizing of the electrical service will be required.
- It is assumed that Stantec will maintain a connection for a portable generator, and no onsite generator (or other means of backup power) will be needed as part of the upgrades.
- All City reviews will be performed within ten working days.
- ALS design improvements will be included in one design package.
- The need for prepurchase equipment is not expected but will be determined in the evaluation.
- Full controls replacement is anticipated (PLC, LCP, etc.).
- Existing site lighting can remain or be repurposed.
- Stantec will rely on other City of Nampa design standards and preferences noted as part of the projects for Skyview Park and Middleton Road Lift Station projects.
- Hatches, wet well, and valve vault are not expected to require structural improvements. Therefore, no structural design effort is included as part of this Scope of Work. Stantec will evaluate the need for recoating/relining the rim and vault hatch perimeter.
- The City will pay all permitting fees.
- Traffic control plans are not included.
- Public notification and outreach are not included.
- Soil testing or soil compacting testing are not included.
- No out-of-town travel is assumed. All inspections will be by engineers from Stantec's Boise, Idaho office.

April 10, 2025  
Garrett Potts  
Page 3 of 9

**Reference: Nampa Airport Lift Station Improvements**

## **TASK 1 – PROJECT MANAGEMENT AND COORDINATION**

Stantec will provide project management services to manage budgets, schedule, change, and design staffing. Stantec will submit monthly invoices and coordinate with the City regarding any issues that may cause delays, changed conditions or any other project management issues that may arise. Stantec will prepare a Project schedule based upon the critical path method and coordinate Project progress with the City. A progress report summary will be submitted with each monthly invoice to describe activities and progress made during that period.

### **Deliverables:**

- Monthly Invoice with Progress Update
- Project Schedule Updates

### **Assumptions:**

- Project duration is assumed to be 14 months.
- No external meetings with City are included as part of Task 1; see Tasks 2 through 5 for scoped meetings.
- The City will review and provide feedback on Project schedules.

## **TASK 2 – ALS IMPROVEMENTS ASSESSMENT**

This task is to perform an assessment and evaluation of the existing ALS system, including pumps, associated piping, electrical and instrumentation systems and panels, as well as other facility appurtenances. This assessment will also include an analysis for the inclusion of a new flow meter at the lift station site. Based on the result of the assessment and analysis, Stantec will provide recommendations for upgrades or replacement. These items will be incorporated into the design documents as needed. Stantec will perform meetings and discussions with the City as necessary out of the following subtasks below.

### **Subtask 2.1 – Field Site Assessment**

Stantec and the City will evaluate existing infrastructure and equipment at the ALS. Based on the results of field observations, Stantec will evaluate the current condition of the two submersible pumps, piping and appurtenances, including the four plug valves, two check valves, pigging piping and vault, electrical panel, control systems, telemetry system, and associated wiring. Stantec and the City may identify additional items that need evaluation throughout Task 2. Stantec will rely on observations, photos, and discussion with City staff during the Project's scoping to evaluate the condition of the existing facility. One additional 2-hour field visit by two Stantec staff has been included if additional field data and/or site observations are required. Results from site observations will be supplemented by additional historical data provided by City staff.

**Deliverables:** No deliverables are assumed to be needed as part of Subtask 2.1 and information will be included in the improvement recommendations technical memorandum in Subtask 2.2.

April 10, 2025  
Garrett Potts  
Page 4 of 9

**Reference: Nampa Airport Lift Station Improvements**

**Assumptions:**

- The City will provide all available record information and data available on the lift station, including (but not limited to) record drawings and specifications, operations and maintenance data and manuals, equipment work orders, and other equipment asset data.
- The City will provide input regarding the history of the lift station and historical issues related to operations or maintenance.

**Subtask 2.2 – Recommendations Technical Memorandum**

Using the site assessment information gathered during Subtask 2.1, Stantec will draft a Technical Memorandum (TM) to provide improvement recommendations. Stantec will distribute the draft TM to the City for review.

The site assessment TM is expected to include the following sections:

- Lift station site overview to describe project objectives and any major design constraints.
- Assessment of site features, wet well and pumps, valve vault, pigging vault, instrumentation and controls, communications system, and electrical equipment.
- Upgrades required to standardize lift station features to match Citywide lift station preferences, including the addition of a flow meter.
- Summary of all recommended lift station improvements.

The City will review the draft TM and provide comments. Stantec will meet with the City to discuss comments and then finalize the TM, incorporating comments as needed. This effort is included as Subtask 2.3.

**Deliverables:**

- Draft TM.
- Final TM.

**Subtask 2.3 – Recommendations Review Meeting**

This meeting will review the Draft TM recommendations and confirm the design components for the improvements design for the ALS. In addition, any comments by the City and associated responses from Stantec will be reviewed. The TM will be finalized after the review meeting.

**Deliverables:**

- Agenda.
- Meeting notes.
- Meeting comment log, including City comments and Stantec comment responses.

April 10, 2025  
Garrett Potts  
Page 5 of 9

**Reference: Nampa Airport Lift Station Improvements**

### **TASK 3 – DRAFT AND FINAL DESIGN**

Stantec will prepare 50%, 90%, and final issued for construction (100%) design drawings and specifications. The 50% and 90% design deliverables will be reviewed by the City with the 90% submitted and reviewed by the IDEQ. The design will incorporate pump type recommended in Task 2, along with necessary piping and appurtenances for connection to the existing system. The 90% design drawings will be sent to IDEQ for review for approval along with the IDEQ review application. A Class 4 Opinion of Probable Construction Cost (OPCC) will be completed at 50% Design and modified at 90% if there are any major design changes. The assumed drawings are included in Attachment A.

#### **Deliverables:**

- Design drawings and specifications at 50%, 90%, and 100% in electronic pdf version to the City for review with comment logs and responses.
- Class 4 OPCC (to be delivered at 50% and updated at 90%, if there are substantial changes).
- Submit 90% design drawings and specifications to City Building Department and IDEQ for review including assistance during the approval process.
- Finalized design Issued for Construction drawing package.

#### **Assumptions:**

- A Class 4 OPCC will only be prepared after the 90% design if costs are believed to vary by more than 10% compared to the 50% design phase, or if directed by the City.
- A new flow meter and associated electrical and controls will be included in the design. The existing pig launcher is expected to be removed and the flow meter will be installed in this location.

### **TASK 4 – BID SERVICES**

Stantec will provide support during the competitive bidding process. Specific activities associated with this task include:

- Providing all bid documents to the City (paper and electronic).
- Addressing bid questions and issuing addendums, if necessary.
- Providing evaluation of Bid Tabulation and a recommendation for award of the contract.
- Attend Pre-Bid Meeting; Stantec will meet with City staff and interested bidding parties to discuss project and answer questions.

#### **Deliverables:**

- Six half-size paper set copies of the bid drawings to be prepared and delivered to the City.
- Six paper set copies of bid specifications to be prepared and delivered to the City.

April 10, 2025  
Garrett Potts  
Page 6 of 9

**Reference: Nampa Airport Lift Station Improvements**

- Two bid addenda.
- Bid evaluation and recommendation letter.

**Assumptions:**

- The final (100%) design documents (drawings and specifications) with all addenda will be used for bidding. Conformed bid documents will not be prepared.
- Paper copies of Bid documents will be delivered to the City. The City will be responsible for distributing these to prospective bidders.
- Two Stantec staff will attend the Pre-Bid Meeting, either virtually or in person. The City will coordinate the Pre-Bid meeting.
- The City will administer the bidding process including but not limited to bid notifications, contractor outreach, and bid opening.

**TASK 5 – ENGINEERING SERVICES DURING CONSTRUCTION (ESDC)**

**SubTask 5.1 – Construction Administration Services**

Stantec will provide construction administration services associated with construction of the proposed improvements. Specific activities associated with this task include:

- **Pre-Construction Meeting** – Schedule, organize, and attend the Pre-Construction Meeting. Stantec will prepare an agenda before the meeting; meeting notes will be distributed after the meeting.
- **Submittals** – Review of up to 26 submittals, including operations and maintenance (O&M manuals), as well as 10 resubmittals.
- **Requests for Information (RFIs)** – Review up to six RFIs.
- **Change Requests** – Review up to two Contractor change requests and claims for change orders.
- **Construction Pay Applications/Invoices** – Stantec will review requests for payment (invoices) from the Contractor on a monthly basis to verify that City payment is aligned with Contractor work performed and materials on-hand.
- **Site Observations** – Three site observations during active construction as part of this scope of work. If requested by the City, additional or fulltime construction observations and inspections may be added to this scope of work by amendment.
- **Construction Meetings** – Coordinate construction progress meetings during active construction. Agenda will be prepared before the meeting and notes distributed after each meeting.

**Assumptions:**

- Two Stantec staff will attend the Pre-Construction meeting in person.

April 10, 2025  
Garrett Potts  
Page 7 of 9

**Reference: Nampa Airport Lift Station Improvements**

- It is assumed that each submittal will require three hours to review, and resubmittals will require one hour to review.
- Two Stantec staff to participate in site observations during active construction. Four hours per site visit is assumed for each staff in attendance.
- The Contractor will provide adequate and safe access for Stantec and City staff to visit the site.
- Construction meetings are assumed to be virtual (Microsoft Teams), and three total meetings are assumed to be needed.
- The City will manage outages and shutdown notifications upon request from Contractor.
- If material testing is required, Contractor or City to perform service.
- The City will coordinate with Contractor regarding the salvage of any equipment.

**SubTask 5.2 – Closeout Services**

Stantec will support project closeout efforts, including substantial completion inspection, punch list development, final inspection, and preparation of construction Record Drawings. The Record Drawings will reflect the Contractor and the City Inspector's redlines to the design drawings that occur during construction of the proposed improvements. Specific activities associated with this task include:

- Prepare and submit draft construction Record Drawings to the City for review. Comments from City review will be incorporated into the final construction Record Drawings.
- Submit final construction Record Drawings to the City.
- Substantial completion inspection and associated punch list.
- Final completion inspection.

**Deliverables:**

- Punch list and/or notes from substantial and final inspections.
- Full-size electronic copy (PDF) of the draft construction Record Drawings (for review by the City).
- 11" X 17" paper set of the final construction Record Drawings.
- Full-size electronic copy (PDF) of the final construction Record Drawings.
- Electronic CAD drawing files (.dwg format) of the final construction Record Drawings.

April 10, 2025

Garrett Potts

Page 8 of 9

**Reference: Nampa Airport Lift Station Improvements**

## **FEE SCHEDULE**

Stantec's services will be performed on a Time and Material Not-to-Exceed basis per the attached rate table (Attachment B).

<b>Task</b>	<b>Description</b>	<b>Fee<sup>A</sup></b>	<b>Hours</b>
1.0	Project Management and Coordination	\$14,275	85
2.0	ALS Assessment & Recommendations	\$10,111	48
3.0	Draft and Final Design	\$55,473	292
4.0	Bid Services	\$5,228	25
5.0	Engineering Services During Construction	\$44,022	218
	<b>Total (Not to Exceed)</b>	<b>\$129,109</b>	<b>668</b>

<sup>A</sup> Each task is an approximation and Stantec reserves the right to shift monies between tasks as needed provided the not-to-exceed amount is not exceeded.



April 10, 2025  
Garrett Potts  
Page 9 of 9

**Reference: Nampa Airport Lift Station Improvements**

## **SCHEDULE**

The project schedule for these services is based on the Notice to Proceed date of April 24, 2025, and upon the timeliness of subsequent design phase reviews by the City. Should unforeseen or unanticipated issues arise, such as regulatory delays beyond the control of the Consultant, the schedule may be modified from the schedule as described below:

<b><u>Milestones (Weeks)</u></b>	<b><u>Date Range<sup>A</sup></u></b>
Notice to Proceed (NTP)	April 24
Recommendations Technical Memorandum	April 24 – May 14
Recommendations Review Meeting	Week of May 14
50% Design & OPCC	May 14 – June 25
50% City Review	June 26 – July 9
90% Design and Updated OPCC	July 10 – August 13
90% City Review	August 14 – August 27
90% Permit Review	August 14 – September 10
Final Design Documents	September 11 – September 30
Bidding and Contracting	October 1 – November 11
Engineering Services During Construction	November 12 – June 30, 2026

<sup>A</sup>All dates in 2025 unless indicated

## **ATTACHMENTS:**

- A. List of Drawings
- B. Rate Table
- C. Nampa Review Checklist

Regards,

**Stantec Consulting Services Inc.**



**Nick Smith, PE, PMP**  
Principal-in-Charge  
Phone: (208) 340-8284  
nickolas.smith@stantec.com



**Emily DeVitis**  
Project Manager  
Phone: (208) 388-4327  
emily.devitis@stantec.com

## Nampa Airport Lift Station Improvements

### Proposed Drawing List

General	G-1 Cover, Location and Vicinity Map
	G-2 List of Drawings and Symbols
	G-3 Abbreviations
Civil	C-1 General Notes, Symbols and Abbreviations
	C-2 Demolition Site Plan
	C-3 Site Plan
Structural	S-1 General Notes and Typical Details
Process	D-1 General Notes and Standard Details
	D-2 Lift Station Demolition Plan and Section
	D-3 Lift Station Plan and Section
	D-4 Flow Meter Plan and Section
Electrical	E-1 Symbols I
	E-2 Symbols II
	E-3 Notes and Abbreviations
	E-4 Standard Details and Fixture Schedule
	E-5 Demolition Site Plan
	E-6 Site Plan
	E-7 Single Line Diagram
Instrumentation & Control	GI-1 Symbols and Nomenclature I
	GI-2 Symbols and Nomenclature II
	GI-3 Installation Details I
	GI-4 Installation Details II
	GI-5 Installation Details III
	GI-6 Panel Layout
	GI-7 Panel Power Distribution I
	GI-8 Panel Power Distribution II
	GI-9 Network Architecture
	GI-10 Lift Station P&ID

## Miscellaneous Professional Services for 2025

### CONFIDENTIAL RATE SCHEDULE

1. The rates provided below shall be in effect for any project contracted under the Miscellaneous Professional Services Term Agreement for 2025.
2. Services provided by CONSULTANT personnel in various labor categories will be billed at the following negotiated hourly rates (inclusive of salary, overhead, and fee):

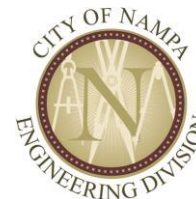
<b>Key Personnel</b>	<b>Title</b>	<b>*Billing Rate</b>
Adam Odell, PE	Senior Associate, Civil Engineer	\$251
Aldridge Lim	Civil Engineer in Training	\$145
Alexander Aquino	I&C Engineer	\$294
Alrasheed Althour	I&C Designer	\$171
Andrea Carpenter	Civil Engineer in Training	\$120
Andrew Eichenlaub	Project Accountant	\$70
Austin Brooks	Structural Engineer in Training	\$168
Ben Chesnik	Intern	\$88
Brandon Floyd	Electrical Engineer in Training	\$127
Cara Beyenka	Senior Administrator	\$93
Chris Deerkop, PE	Associate, Electrical Engineer	\$265
Don Polla, PE, CCP	Senior Estimator	\$285
Douglas Reed, PE	VP, Chief Electrical Engineer	\$369
Eli Nilsson	Intern	\$88
Emily DeVitis	Project Manager Assistant	\$113
Emily Nicholas, PE	Process Engineer	\$178
James Oldaker	Construction Inspector	\$112
Jason Hurless, PE	Senior Associate, Civil Engineer	\$236
Jeromy Jones, PE	Civil Engineer	\$169
Keith Smith, PE	Principal Electrical Engineer	\$265
Kevan Henry	I&C Designer	\$151
Laura Swanberg	Process Engineer in Training	\$123
Madison Bertoch, PE	Senior Environmental Engineer	\$191
Maryam Biuki	BIM Lead	\$180
Matt Shroll, PE	Professional Civil Engineer / PM	\$187
Meghan Thompson	CAD/BIM Discipline Lead	\$176
Michael Fuss, PE, DBIA	Boise Area Manager	\$325
Nick Martinek	I&C Engineer in Training	\$143
Nick Smith, PE, PMP	Principal Project Manager / Advisor	\$291
Philip Atkinson, PE, CEng	Principal, I&C Engineer	\$328
Preston VanDeusen, PE	Electrical Discipline Lead	\$297



Key Personnel	Title	*Billing Rate
Ram Reddy, PE	Senior I&C Engineer	\$271
Ranga Pinnaduwa-Hewage	Electrical/Instrumentation Designer	\$90
Robert Marr	CAD/BIM Lead	\$254
Ronald Johnson	BIM Technician	\$110
Ryan Krance	Coatings Inspector	\$76
Skyler Watnick	Process Engineer in Training	\$144
Sophia Wallis	Water/Wastewater Engineer in Training	\$131
Steven Winfree, PE	Project Technical Lead	\$252
Vien Ho	CAD Technician	\$138

*\*The above unit prices include payroll taxes, insurance costs, fringe benefits, general overhead, and consultant profit. The Billing Rate is rounded to the nearest dollar after the 3.2 multiplier is applied. These rates are valid through December 31, 2025.*

3. Travel will not be billed to the City of Nampa for travel based within 60 miles of the City.
4. Per the Professional Services Agreement, subconsultant markups are not included unless otherwise agreed upon.
5. All other personnel not listed will be billed at the same 3.2 multiplier and rounded to the nearest dollar.



## Task Order Review Checklist

**Project:** Nampa Airport Lift Station Improvements

**Date:** 03/17/2025

### 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, Assessment, Design   |   |
| 7) Project Schedule   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| a) Milestone Dates and Cost Estimates at PM (Preliminary Design Portion), Design, Bid, Construction |   |
| 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"/> |