

Idaho Transportation Department
Local Professional Services Agreement

Agreement #: 97184

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the CITY OF NAMPA, whose address is 411 Third Street South Nampa, ID 83651, hereinafter called the "Sponsor," and Horrocks Engineers, Inc., whose address is 2775 W. Navigator Dr., Ste 210, , Meridian, ID, 83642, hereinafter called the "Consultant."

RATIFICATION

The Idaho Transportation Department, representing the Federal Highway Administration on all local federal-aid highway projects, is authorized to ratify all agreements for engineering services entered into between sponsoring local agencies and their retained consultants. All references to State used hereafter shall denote the Idaho Transportation Department.

NOW, THEREFORE, the parties hereby agree as follows:

The work covered by this Agreement is for the following project(s):

Project Name	Project #	Key #
LOCAL, WEST PARK PED IMPROVEMENTS, NAMPA	A024(230)	24230

SUBCONSULTANTS

The State approves the Consultant's utilization of the following Subconsultants:

N/A

AGREEMENT ADMINISTRATOR

This Agreement shall be administered by Amanda LaMott, Safety TAP Engineer, LHTAC; (208) 344-0565; or an authorized representative.

DUTIES AND RESPONSIBILITIES OF CONSULTANT

A. DESCRIPTION OF WORK

The Consultant shall provide professional services as outlined in the attachment(s) and as further described herein.

1. The following attachments are made a part of this Agreement:

- a. **Attachment No. 1L** is the Consultant Agreement Specifications which are applicable to all agreements.
- b. **Attachment No. 2** is the negotiated Scope of Work, Cost Estimate, and Man-Day Estimate.

In the case of discrepancy, this Agreement shall have precedence over Attachment No. 2, and Attachment No. 2 shall have precedence over Attachment No. 1.

2. Per Diem will be reimbursed at the current approved rates. These rates are listed at <http://itd.idaho.gov/business/?target=consultant-agreements>.

DUTIES AND RESPONSIBILITIES OF SPONSOR AND/OR STATE

The Sponsor and/or State shall provide to the Consultant, upon request, copies of any records or data on hand which are pertinent to the work under the Agreement.

TIME AND NOTICE TO PROCEED

A. The Consultant shall start work under this Agreement no later than ten (10) calendar days from the receipt of the written notice to proceed with the work. The Consultant shall complete all work by **9/30/2026**.

B. The Consultant shall remain available to perform additional work for an additional sixty (60) days or until the Agreement is closed out, whichever comes first.

BASIS OF PAYMENT

A. Payment Basis: Cost Plus Fixed Fee

B. Compensation Amount

1. Not-To-Exceed Amount: **\$52,148.00**

2. Additional Services Amount: **\$0.00**

3. Total Agreement Amount: **\$52,148.00**

C. Fixed Fee Amount: **\$5,266.00** (This is included in the Total Agreement Amount.)

D. Approved Overhead Rates for Prime Consultant and Subconsultants

Horrocks Engineers, Inc. 177.71%

E. Reasonable increases in labor rates during the life of this Agreement will be accepted. Payroll additive rate, general administrative overhead rate, and unit prices are subject to adjustment during the life of this Agreement based on audit and negotiations. If the State approves an adjustment to the overhead rate or unit prices, the Consultant must then submit a written request to the Agreement Administrator requesting use of the approved rate(s) on this agreement. If the new rate(s) are accepted by the Agreement Administrator, they shall apply from the date the written request was made to the Agreement Administrator. An adjustment shall not change the Not-To-Exceed amount of the Agreement.

F. Professional Services Authorization and Invoice Summary (Authorization) No. 1 is issued in the amount of **\$46,000.00** to begin the work of this Agreement. The remaining amount will be issued by consecutive Authorizations.

An additional services amount may be included in this Agreement. If so, the Sponsor will determine if additional services is required beyond the services outlined in Attachment No. 2. When additional services are required, the additional services amount of the Agreement will be utilized, and a subsequent Authorization will be issued.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year in this Agreement first written above.

HORROCKS ENGINEERS, INC.

Consultant

By: 

Title: Assoc. V.P. Community Infrastructure
Municipal Lead

CITY OF NAMPA

Local Sponsor

By: _____

Title: _____

**IDAHO TRANSPORTATION
DEPARTMENT**

By: _____

Title: _____

ATTACHMENT NO. 1L

CONSULTANT AGREEMENT SPECIFICATIONS

These specifications supplement Local Professional Services Agreements and shall be attached to said Agreements.

A. DEFINITIONS

1. **Administrator:** Person directly responsible for administering the Professional Services Agreement (Agreement) on behalf of the Local Public Agency.
2. **Combined Overhead:** The sum of the payroll additives and general administrative overhead expressed as a percent of the direct labor cost.
3. **Cost:** Cost is the sum of the hourly charge out rate and other direct costs.
4. **Cost Plus Fixed Fee:** Cost Plus Fixed Fee is the sum of the payroll costs, combined overhead, and other direct costs, plus the fixed fee.
5. **CPM:** Critical Path Scheduling. The CPM will list work tasks, their durations, milestones and their dates, and State/Local review periods.
6. **Fixed Fee:** A dollar amount established to cover the Consultant's profit and business expenses not allocable to overhead. The fixed fee is based on a negotiated percent of direct labor cost and combined overhead and shall take into account the size, complexity, duration, and degree of risk involved in the work. The fee is "fixed," i.e. it does not change. If extra work is authorized, an additional fixed fee can be negotiated, if appropriate.
7. **General Administrative Overhead (Indirect Expenses):** The allowable overhead (indirect expenses) expressed as a percent of the direct labor cost.
8. **Hourly Charge Out Rate:** The negotiated hourly rate to be paid to the Consultant which includes all overhead for time worked directly on the project.
9. **Incentive/Disincentive Clause:** Allows for the increase or decrease of total Agreement amount paid based on factors established in the Agreement. Normally, these factors will be completion time and completion under budget.
10. **Lump Sum:** An agreed upon total amount, that will constitute full payment for all work described in the Agreement.
11. **Milestones:** Negotiated portions of projects to be completed within the negotiated time frame. Normally the time frame will be negotiated as a calendar date, but it could also be "working" or "calendar" days. As many milestones as the Consultant and the State/Sponsor believe necessary for the satisfactory completion of the Agreement will be negotiated.
12. **Not-To-Exceed Amount:** The Agreement amount is considered to be a Not-to-Exceed amount, which amount shall be the maximum amount payable and shall not be exceeded unless adjusted by a Supplemental Agreement.
13. **Other Direct Costs:** The out-of-pocket costs and expenses directly related to the project that are not a part of the normal company overhead expense.
14. **Payroll Additives:** All payroll additives allocable to payroll costs such as FICA, State Unemployment Compensation, Federal Unemployment Compensation, Group Insurance, Workmen's Compensation, Holiday, Vacation, and Sick Leave. The payroll additive is expressed as a percent of the direct labor cost.

15. **Payroll Costs (Direct Labor Cost):** The actual salaries paid to personnel for the time worked directly on the project. Payroll costs are referred to as direct labor cost.
16. **Per Diem Rates:** Per Diem will be reimbursed at actual cost. However, reimbursements shall not exceed the current approved rates. The current rates are listed on the following Web site: <http://itd.idaho.gov/business/?target=consultant-agreements>.
17. **Standard of Care:** The level or quality of service ordinarily provided by normally competent practitioners of good standing in that field, contemporaneously providing similar services in the same locality and under the same circumstances.
18. **State:** Normally "State" refers to the Idaho Transportation Department.
19. **Sponsor:** The "Sponsor" refers to the local public agency.
20. **Unit Prices:** The allowable charge out rate for units or items directly related to the project that are not a part of the normal overhead expense.

NOTE: All cost accounting procedures, definitions of terms, payroll cost, payroll additives, general administrative overhead, direct cost, and fixed fee shall comply with Federal Acquisition Regulations, 48 CFR, Part 31, and be supported by audit accepted by the State.

B. STANDARDS OF PERFORMANCE

Except as otherwise specifically provided for in the Consultant's Scope of Work, the Consultant agrees that all work performed under the Agreement will be performed in accordance with Idaho Transportation Department Standards and other appropriate standards with generally acceptable standard of care. When the work is of a nature that requires checking, the checking shall be performed by a qualified person other than the one who performed the work.

C. AGREEMENT ADMINISTRATOR

The Agreement Administrator will administer the Agreement for performance and payment, and will decide all questions which may arise as to quality and acceptability of the work, rate of progress, definition of work to be performed, completion of milestones, and acceptable fulfillment of the Agreement. The Consultant shall address all correspondence, make all requests, and deliver all documents to the Administrator. The Administrator shall be responsible for the timely coordination of all reviews performed by the State or their representatives.

D. PERSONNEL

The Consultant shall provide adequate staff of experienced personnel or Subconsultants capable of and devoted to the successful accomplishment of work to be performed under the Agreement. The specific individuals or Subconsultants listed in this Agreement, including Project Manager, shall be subject to approval by the State and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have qualifications, experience and expertise at least equal to those listed in the proposal.

E. SUBCONSULTANTS

The Consultant shall have sole responsibility for the management, direction, and control of each Subconsultant and shall be responsible and liable to the Sponsor for the satisfactory performance and quality of work performed by Subconsultants under the terms and conditions of this Agreement. The Consultant shall include all the applicable terms and conditions of this Agreement in each Subconsultant Agreement between the Consultant and Subconsultant, and provide the State with a copy of each Subconsultant Agreement prior to the Subconsultant beginning work. No other Subconsultant shall be used by the Consultant without prior written consent by the State.

F. PROFESSIONAL SERVICES AUTHORIZATION

1. A written PROFESSIONAL SERVICES AUTHORIZATION (PSA) will be issued by the State to authorize the Consultant to proceed with a specific portion of the work under this Agreement. The number of PSAs required to accomplish all the work under this Agreement is one to several. Each PSA will authorize a maximum dollar amount and specify the milestone(s) for which the PSA represents. The Sponsor assumes no obligation of any kind for expenses incurred by the Consultant prior to the issuance of the PSA; for any expenses incurred by the Consultant for services performed outside the work authorized by the PSA; and for any dollar amount greater than authorized by the PSA.
2. The Consultant's work of this Agreement will be divided into milestones, each governed by a separate PSA. It is not necessary for a PSA to be completed prior to the issuance of the next PSA. The Consultant shall not perform work which has not been authorized by a PSA. When the money authorized by a PSA is nearly exhausted, the Consultant shall inform the Administrator and shall identify the need for additional authorization via issuance of the next PSA. The Administrator must concur with the Consultant prior to the issuance of the next PSA.
3. The Agreement is lump sum, unit cost, or cost plus fixed fee amount as indicated in this Agreement and may include an Additional Services amount for possible extra work not contemplated in the original scope of work. For the Consultant to receive payment for any work under the Additional Services Amount of this Agreement, said work must be authorized and performed under a PSA issued by the State specifically for the extra work. Should the Sponsor request that the Consultant perform additional services, the scope of work and method of payment will be negotiated. The basis of payment for additional work will be set up either as a Lump Sum or Cost Plus Fixed Fee.

G. PROJECT SCHEDULING

All negotiated agreements shall be accompanied by a critical path method schedule (CPM Schedule). The CPM Schedule will list the work tasks for the Agreement, their duration, negotiated milestones and their completion dates, including State/Local review periods. The format of this schedule shall be agreed on prior to signing the Agreement.

Along with the monthly progress report, the Consultant shall provide monthly CPM Schedule updates to the Agreement Administrator for approval. The CPM schedule shall show project percent completed on each task.

H. MONTHLY PROGRESS REPORT

The Consultant shall submit to the State a monthly progress report on Form ITD-771, as furnished by the State. When no work will be performed for a period of time, this requirement can be waived by written notice from the Agreement Administrator. However, at such time as work re-commences, the monthly progress reports shall resume.

The Consultant shall provide monthly progress schedule (CPM) updates to the Agreement Administrator.

The monthly progress report and schedule update will be submitted by the tenth of each month following the month being reported or as otherwise agreed to in the approved scope of work.

The Agreement Administrator will review the progress report and submit approved invoices for payment within two weeks of receiving the invoice, the associated monthly report and the schedule update.

Each progress report shall list invoices by PSA number and reference milestones.

I. PROGRESS AND FINAL PAYMENTS

1. Progress payments will be made once a month for services performed which qualify for payment under the terms and conditions of the Agreement. Such payment will be made based on invoices submitted by the Consultant in the format required by the State. The monthly invoice shall be submitted no later than the tenth of each month following the month being invoiced.

Lump Sum

Progress payments will be made based on a percentage of the work or milestones satisfactorily completed.

Cost Plus Fixed Fee

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work, each milestone and percent complete of the entire Agreement. Progress payments will be made based on the invoice cost less the fixed fee for the work satisfactorily completed for each invoicing period. Said payment shall not exceed the percent complete of the entire Agreement. Upon satisfactory completion of each milestone, full payment for all approved work performed for that milestone will be made, including Fixed Fee.

Cost

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work and percent complete of the entire Agreement. Progress payments will be made based on the invoiced cost for the work satisfactorily completed for each item of work. Said payment shall not exceed the percent complete of the entire Agreement.

Direct expenses will be reimbursed at actual cost, not to exceed the current approved rates as identified at <http://itd.idaho.gov/business/?target=consultant-agreements> .

For “Cost Plus Fixed Fee” and “Cost” agreements, invoices must include backup documentation to support expenditures as appropriate, and as requested by the Agreement Administrator. Such support may consist of copies of time sheets or cost accounting system print-out of employee time, and receipts for direct expenses.

2. The Sponsor will make full payment for the value of the services performed which qualify for payment. This full payment will apply until 95 percent of the work under each Project Agreement PSA or Supplemental Agreement has been completed. No further progress payments will be made until all work under the Agreement has been satisfactorily accomplished and accepted by the Sponsor. If at any time, the Sponsor determines that the work is not progressing in a satisfactory manner, further payments may be suspended or withheld for sums that are deemed appropriate for unsatisfactory services.
3. Final payment of all amounts retained shall be due 60 days after all work under the Agreement has been completed by the Consultant and accepted by the Sponsor. Such final payment will not be made until satisfactory evidence by affidavit is submitted to the State that all indebtedness incurred by the Consultant on this project has been fully satisfied.
4. Agreements which include an incentive/disincentive clause will normally have the clause applied only to the completion of the BID OPENING milestone. If the project is deemed by the Sponsor to be ready for advertisement, but advertisement is postponed at no fault of the Consultant, any incentive earned will be paid.
5. Payments to Subconsultants

The Consultant shall pay each subconsultant for satisfactory performance of its contract items no later than twenty (20) calendar days from receipt of each payment the Consultant receives from the State under this Agreement, in accordance with 49 CFR, Part 26. The Consultant shall return retainage payments to each subconsultant within twenty (20) calendar days after the subconsultant's work is satisfactorily completed. The Consultant will verify that payment or retainage has been released to the subconsultant or suppliers within the specified time for each partial payment or partial acceptance by the Department through entries in the Department's online diversity tracking system during the corresponding monthly audits.

Prompt payment will be monitored and enforced through the Consultant's reporting of monthly payments to its subconsultants and suppliers in the online diversity tracking system. Subconsultants, including lower tier subconsultants, suppliers, or both, will confirm the timeliness and the payment

amounts received utilizing the online diversity tracking system. Discrepancies will be investigated by the Contract Compliance Officer and the Contract Administrator. Payments to the subconsultants, including lower tier subconsultants, and including retainage release after the subconsultant or lower tier subconsultant's work has been accepted, will be reported monthly by the Consultant or the subconsultant.

The Consultant will ensure its subconsultants, including lower tier subconsultants, and suppliers meet these requirements.

J. MISCELLANEOUS PROVISIONS

1. COVENANT AGAINST CONTINGENT FEES

- a. The Consultant warrants that they have not:

Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person to solicit or secure this Agreement, other than a bona fide employee of the firm;

agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement, or;

paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee of the firm) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement.

- b. The Sponsor warrants that the above Consultant or its representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement.

Employ or retain, or agree to employ or retain, any firm or person, or;
pay, or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind.

2. PROHIBITION AGAINST HIRING PERSONNEL AND WORKING FOR CONTRACTOR

In compliance with the Code of Federal Regulations, (23 CFR, Section 1.33, Conflict of Interest), the Consultant agrees that no one in their employ will work on a part time basis under this Agreement while also in the full-time employ of any Federal Agency, the State, or the Sponsor, without the written consent of the public employer of such person. The Consultant agrees that no one in their employ under any circumstances shall perform any services for the contractor on the construction of this project.

3. CHANGES IN WORK

All changes in work shall conform to one or more of the following conditions and in no instance shall such change in work be undertaken without written order or written approval of the Sponsor.

- a. Increase in the work required by the Sponsor due to unforeseen circumstances.
- b. Revision in the work required by the Sponsor subsequent to acceptance of such work at the appropriate conference or after revision of such work as outlined at said conference.
- c. Items of work which are beyond the scope of intent of this Agreement and pre-approved by the Sponsor.
- d. Reduction in the work required by the Sponsor due to unforeseen circumstances.

An increase in compensation will be considered when Department Design Standards or expectations have changed from the time of negotiation.

Adjustment in compensation for either an increase or reduction in work shall be on a negotiated basis arrived at by mutual agreement between the Sponsor and the Consultant. During such

negotiations the Sponsor may examine the documented payrolls, transportation and subsistence costs paid employees actively engaged in the performance of a similar item or items of work on the project, and by estimated overhead and profit from such similar items or items of work.

Said mutual agreement for a negotiated increase or reduction in compensation shall be determined prior to commencement of operations for an increase in a specific item or items of work. In the case of Sponsor order for nonperformance, a reduction in the specific item or items of work will be made as soon as circumstances permit. In the event that a mutual agreement is not reached in negotiations for an increase in work, the Sponsor will use other methods to perform such item or items of work.

The mutually agreed amount shall be covered by a Supplemental Agreement and shall be added to or subtracted from the total amount of the original Agreement.

Adjustment of time to complete the work as may pertain to an increase or a reduction in the work shall be arrived at by mutual agreement of the Sponsor and the Consultant after study of the change in scope of the work.

4. DELAYS AND EXTENSIONS

Time adjustment may occur when the negotiated scope of work is increased or reduced through mutual agreement of the State and the Consultant.

Extensions of time may be granted for the following reasons:

- a) Delays in major portions of the work caused by excessive time used in processing of submittals, delays caused by the State, or other similar items which are beyond the control of the Consultant.
- b) Additional work ordered in writing by the Sponsor.
- c) Department Design Standards have changed or expectations have changed from the time of negotiation.

5. TERMINATION

The Sponsor may terminate or abandon this Agreement at any time, without further obligation, upon giving notice of termination as hereinafter provided, for any of the following reasons:

- a. Evidence that progress is being delayed consistently below the progress required in the current approved CPM Schedule.
- b. Continued submission of sub-standard work.
- c. Violation of any of the terms or conditions set forth in the Agreement, other than for the reasons set forth in a. and b. above.
- d. At the convenience of the Sponsor.

Prior to giving notice of termination for the reasons set forth in a through c above, the Sponsor shall notify the Consultant in writing of any deficiencies or default in performance of the terms of this Agreement, and Consultant shall have ten (10) days thereafter in which to correct or remedy such default or deficiency. Upon their failure to do so within said ten (10) days, or for the reasons set forth in c above, such notice of termination in writing shall be given by the Sponsor. Upon receipt of said notice the Consultant shall immediately discontinue all work and service unless directed otherwise, and shall transfer all documents pertaining to the work and services covered under this Agreement, to the Sponsor. Upon receipt by the Sponsor of said documents, payment shall be made to Consultant as provided herein for all acceptable work and services.

6. DISPUTES

Should any dispute arise as to performance or abnormal conditions affecting the work, such dispute shall be referred to the Sponsor and the Director of the Idaho Transportation Department or his duly authorized representative(s) for determination.

Such determination shall be final and conclusive unless, within thirty (30) days of receipt of the decision Consultant files for mediation or arbitration. Consultant agrees that any mediation or arbitration hearing shall be conducted in Boise, Idaho. Consultant and Sponsor agree to be bound by the mediation agreement or the decision of the arbitration. Expenses incurred due to the mediation or arbitration will be shared equally by the Consultant and the Sponsor.

7. ACCEPTANCE OF WORK

- a. The Consultant represents that all work submitted shall be in accordance with generally accepted professional practices and shall meet tolerances of accuracy required by State practices and procedures.
- b. Acceptance of work will occur at phases appropriate to the terms of the Agreement and level of detail required by the State in its project development procedures.
- c. It is understood by the Consultant that the Sponsor is relying upon the professional expertise and ability of the Consultant in performance of the Agreement. Any examination of the Consultant's work product by the State/Sponsor will not be considered acceptance or approval of the work product which would relieve the Consultant for any liability or expense. Consultant is solely responsible for the propriety and integrity of its work product.

Acceptance or approval of any portion of Consultant's work product by the Sponsor for payment, partial or final, shall not constitute a waiver of any rights the Sponsor may have against the Consultant. If due to errors, omissions and negligent acts by the Consultant, or its Subconsultants, agents or employees, in its work product, the Consultant shall make corrections to its work product at no expense to the Sponsor. The Consultant shall respond to the Sponsor's notice of any error or omission within twenty-four hours of receipt, and give immediate attention to any corrections to minimize any delay to the construction contract. This may include, if directed by the Sponsor, visits to the site of the work.

If the Consultant discovers errors or omissions in its work product, it shall notify the State within seven days of discovery. Failure of the Consultant to notify the State shall be grounds for termination of the Agreement.

The Consultant's liability for damages incurred by the Sponsor due to negligent acts, errors or omissions by the Consultant in its work product shall be borne by the Consultant. Increased construction costs resulting from errors, omissions or negligence in Consultant's work product shall not be the Consultant's responsibility unless the additional construction costs were the result of gross negligence of the Consultant.

8. OWNERSHIP OF DOCUMENTS

All material acquired or produced by the Consultant in conjunction with the preparation of the plans, study, or report, shall become the property of, and be delivered to, the Sponsor without restrictions or limitations of their further use. Any use of these materials by the Sponsor for purposes other than intended under this agreement shall be at the risk of the Sponsor. The Consultant has the right to make and retain copies of all data and documents for project files. Documents provided to the State may be public records under the Public Records Act §§ 74-101 through 74-126 and Idaho Code §§ 9-338 *et seq.*, and thus subject to public disclosure unless excepted by the laws of the state of Idaho, otherwise ordered by the courts of the state of Idaho, and/or otherwise protected by relevant state and/or federal law.

9. AERIAL PHOTOGRAPHY

After aerial photography has been flown, processed and checked for coverage, the negatives shall be sent to the State at the address indicated on the Agreement for evaluation, labeling, and prints or diapositives as needed by the District and the Consultant. The negatives shall become the property of the State. Along with the negatives, the Consultant shall also deliver the Report of Calibration for the aerial camera used for the aerial photography, the flight maps, and the flight log. Once complete, a copy of the mapping shall be placed on a CD-ROM and sent to the address specified in the Agreement.

10. CADD SPECIFICATIONS

Two copies of all drawings shall be furnished to the Department upon completion of the contract. One copy shall be a durable reproduction of the drawing stamped and signed by the Engineer. An electronic stamp is acceptable, provided it is registered and approved with the Board of Professional Engineers and Land Surveyors. Roadway plans shall be furnished on 11" x 17" sheets. Structures plans shall be furnished on 22" x 34" sheets. The other copy shall be an electronic drawing file in a MicroStation .DGN file format. Electronic files shall be delivered in one of the following:

- a. Placed within ITD's ProjectWise DataSource (See CADD Manual for proper locations for file storage)
- b. Standard CD/DVD-ROM Format

Files shall be developed with MicroStation software, SS4 Version 8.11X or higher; or converted to the MicroStation .DGN file format with all conversion errors corrected prior to delivery. If the consultant elects to convert files from other CADD software to the .DGN format, the consultant may be required at various times during the contract period to provide proof that all conversion errors can be corrected.

Refer to the CADD Manual for a complete set of CADD Standards. The manual is available at the following website: <http://apps.itd.idaho.gov/apps/manuals/manualsonline.html> .

11. GEOTECHNICAL AND MATERIALS WORK

If geotechnical and materials work is required under this Agreement, the Consultant must ensure that any Subconsultant performing geotechnical and materials work be involved in the final design review. This does not mean that the geotechnical and materials Subconsultant must attend the actual final design review meeting, but does mean that the Subconsultant, will at a minimum, participate in the final design plans and proposal review to assure that all geotechnical and materials recommendations/issues it raised concerning the project have been addressed, or notify the Consultant of any outstanding issues.

12. HIGHWAY CONSTRUCTION ESTIMATING PROGRAM

The Idaho Transportation Department has adopted the Trns.Port Estimator™ Highway Construction Cost Estimation software package as the standard for developing all highway construction cost estimates. Consultants who prepare PS&E (Plans, Specifications and Estimate) packages for submittal to ITD are required to use Estimator. Further information is available at the following Web Site: <http://itd.idaho.gov/business/?target=consultant-agreements> .

13. INDEMNITY

- a. Concerning claims of third parties, the Consultant shall indemnify, and hold harmless and defend the Sponsor from any and all damages of and against any and all suits, actions, claims or losses of every kind, nature and description, including costs, expenses and reasonable attorney fees that may be incurred by reason of any negligent act, error or omission of the Consultant in the prosecution of the work which is the subject of this Agreement.
- b. Concerning claims of the Sponsor, the Consultant shall assume the liability and responsibility for negligent acts, errors or omissions caused by the Consultant or a Subconsultant or their agents or employees to the design, preparation of plans and/or specifications, or other assignments completed under this Agreement, to the standards accepted at the time of the Final Design Review, other established review periods.
- c. Notwithstanding any other provision of this Agreement, the Consultant shall not be responsible for claims arising from the willful misconduct or negligent acts, errors, or omissions of the Sponsor for contamination of the project site which pre-exist the date of this Agreement or subsequent Task Authorizations. Pre-existing contamination shall include but not be limited to any contamination or the potential for contamination, or any risk to impairment of health related to the presence of hazardous materials or substances.

14. INSURANCE

The Consultant, certifying it is an independent contractor licensed in the State of Idaho, shall acquire and maintain commercial general liability insurance in the amount of \$1,000,000.00 per occurrence, professional liability insurance in the amount of \$1,000,000.00, and worker compensation insurance in accordance with Idaho Law.

The professional liability insurance coverage shall remain in force and effect for a minimum of one (1) year after acceptance of the construction project by the State (if applicable), otherwise for one (1) year after acceptance of the work by the State.

Regarding workers' compensation insurance, the Consultant must provide either a certificate of workers' compensation insurance issued by an insurance company licensed to write workers' compensation insurance in the State of Idaho as evidence that the Consultant has a current Idaho workers' compensation insurance policy in effect, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

The Consultant shall provide the State with certificates of insurance within ten (10) days of the Notice to Proceed.

15. ENDORSEMENT BY ENGINEER, ARCHITECT, LAND SURVEYOR, AND GEOLOGIST

Where applicable, the Professional Engineer, Architect, Land Surveyor, or Geologist in direct charge of the work or portion of work shall endorse the same. All plans, specifications, cost summaries, and reports shall be endorsed with the registration seal, signature, and date of the Idaho professional in direct charge of the work. In addition, the firm's legal name and address shall be clearly stamped or lettered on the tracing of each sheet of the plans. This endorsement certifies design responsibility in conformance with Idaho Code, ITD's Design Manual, and acceptance of responsibility for all necessary revisions and correction of any errors or omissions in the project plans, specifications and reports relative to the project at no additional cost to the State based on a reasonable understanding of the project at the time of negotiation.

16. LEGAL COMPLIANCE

The Consultant at all times shall, as a professional, observe and comply with all Federal, State and local laws, by-laws, safety laws, and any and all codes, ordinances and regulations affecting the work in any manner and in accordance with the general standard of care. The Consultant agrees that any recourse to legal action pursuant to this agreement shall be brought in the District Court of the State of Idaho, situated in Ada County, Idaho.

17. SUBLETTING

The services to be performed under this Agreement shall not be assigned, sublet, or transferred except by written consent of the Sponsor. Written consent to sublet, transfer or assign any portions of the work shall not be construed to relieve the Consultant of any responsibility for the fulfillment of this Agreement or any portion thereof.

18. PERMITS AND LICENSES

The Consultant shall procure all permits and licenses, pay all charges, fees, and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

19. PATENTS AND COPYRIGHTS

The Consultant shall hold and save the Sponsor and its agents harmless from any and all claims for infringement by reason of the use of any patented design, device, material process, trademark, and copyright.

20. NONDISCRIMINATION ASSURANCES

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

1. **Compliance With Regulations.** The Consultant shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions. <http://apps.itd.idaho.gov/apps/ocr/index.aspx>
2. **Nondiscrimination.** The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
4. **Information and Reports.** The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
5. **Sanctions for Noncompliance.** In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress payments on current or future Idaho Federal-aid Projects an administrative remedy by reducing the final payment or future progress payments in an amount equal to 10% of this agreement or \$7,700, whichever is less.
6. **Incorporation of Provisions.** The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

21. INSPECTION OF COST RECORDS

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the project. They shall make such data available for inspection, and audit, by duly authorized personnel, at reasonable times during the life of this Agreement, and for a period of three (3) years subsequent to date of final payment under this Agreement, unless an audit has been announced or is underway; in that instance, records must be maintained until the audit is completed and any findings have been resolved. Failure to provide access to records may affect payment and may constitute a breach of contract.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By signing this document the Consultant certifies to the best of his knowledge and belief that except as noted on an attached Exception, the company or its subcontractors, material suppliers, vendors or other lower tier participants on this project:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

23. CERTIFICATION CONCERNING LOBBYING ACTIVITIES

By signing this document, the Consultant certifies to the best of their knowledge and belief that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The Consultant also agrees that he or she shall require that the language of this certification shall be included in all lower tier subcontracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

24. EMPLOYEE ELIGIBILITY

The Consultant warrants and takes the steps to verify that it does not knowingly hire or engage persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and/or termination of its contract.



DRAFT - SCOPE OF WORK

West Park Pedestrian Improvements - Nampa, ID

Deliver PS&E package to ITD 2023 & City of Nampa Specifications

Key No. 24230; Project No.: A024(230)

Executive Summary

The city of Nampa has received federal aid through the Carbon Reduction Program (CRP) to provide ADA accessibility to West Park. LHTAC has requested that Horrocks Engineers provide the following Scope of Work to perform Professional Engineering Services for the West Park Pedestrian Improvements, Nampa, ID project. The following Scope of Work includes Project Administration, Preliminary Design, Final Design, and PS&E submittals, traffic control plans, utility coordination, surveying, NEPA compliant documents, and bidding support services. It is understood that the PS&E submittal will be no later than June 1, 2026.

1. ADMINISTRATION

1.1 Administration

Perform agreement administration as required or directed.

Consultant will staff and manage a project team to provide project deliverables, monitor budget and schedule, and coordinate with LHTAC and the City on a regular basis.

1.2 Schedule

Scheduled final PS&E submittal is anticipated to be September 3, 2025

1.3 Project Team Meetings

There will be a minimum of six (6) 30-minute-long TEAMS meetings throughout the PS&E revision process for basic coordination. Two Horrocks representatives will attend the phone coordination meetings. Internal team meetings will also be held.

Products and Deliverables

- Meeting Minutes and Agendas

Assumptions

- Final PS&E work will occur concurrently with NEPA process. Total project duration will be six (6) months
- Six 30-minute coordination meetings, via TEAMS, are assumed and additional meetings must be approved by the city
- Action Items discussed during these meetings will be completed by the due date agreed on
- Six(6) progress reports will be submitted with updated schedule

2. UTILITY COORDINATION

Consultant will identify utility companies that may be impacted by the project. Contacts (telephone or email) will be made to those utilities to receive project waivers. Consultant will work with city staff to obtain as-builts and field data to identify and show existing utilities on plans.

Assumptions

- No significant impacts to existing utilities are anticipated by the pathway project
- The existing sprinkler system may be impacted and coordination with city staff will be required for relocations. Pressure zones and system design will not be required. Head relocations are anticipated

- One on-site meeting will be necessary to coordinate with the city and local utility companies
- Public utility hearings are not necessary

3. SURVEY AND MAPPING

Consultant will provide topographic survey and imagery within project limits where the proposed sidewalks and ADA ramps are anticipated as shown on attached exhibit.

Products and Deliverables

- Topographic survey with imagery depicting existing features and elevations

Assumptions

- One day of field topographic survey will be required. Travel time will be in addition to one day of field work
- Legal descriptions will not be required
- City of Nampa coordination will be required for project control
- Right of Way plans and mapping will not be required
- Temporary easements will not be required

4. Design Submittals

Consultant will develop and submit plans to the city and LHTAC in two submittal packages. A conceptual layout will be submitted for comments and discussion. Once a conceptual layout is agreed upon, a final 90% set of plans will be submitted and then later a final PS&E package will be submitted. The final (90%) plan set will be submitted with current ITD callouts, standards and specifications.

4.1 Conceptual Layout

Consultant will perform an in-house review and prepare a conceptual layout for LHTAC and city review. The concept plan submittal will include one sheet depicting size and location of proposed pathway and ADA ramps. This plan will not include detailed callouts and design details. The purpose of preliminary design is to confirm design assumptions with the City prior to completing final design.

Products and Deliverables

- Concept Plan
- Submittal date: 5/15/25

- PDF's of all deliverables submitted in projectwise and via email.

Assumptions

- Proposed location will be similar to exhibit provided to consultant in RFI

4.2 Final Design Submittal

Consultant will perform an in house final review and prepare final design for one LHTAC and city review. The 90% design submittal will include a complete set of plans and specifications to be prepared in their finished condition including traffic control plans. This is similar to a draft PS&E – no additional comments will be given at PS&E. We will simply look to ensure all final design comments have been addressed.

4.2.1 Final Design Sheets

Consultant shall provide design sheets (all sheets needed for design)

Products and Deliverables

- 90% Design Cost Estimate
- 90% Design Plan Set
- 90% Project Specifications
- Submittal date: 6/25/25
- PDF's of all deliverables and projectwise submittal

Assumptions

- Consultant will update ITD pay items to current list
- Consultant will add FHWA required inserts as listed on the LHTAC website
- ITD 2023 Standard Specifications for Highway Construction will be used with city of Nampa supplementals
- Storm water or drainage design is not included

4.3 Final Design Review Meeting

LHTAC will review the plan set and provide comments to the Consultant. The Consultant shall compile comments into a plan set PDF and send a draft to LHTAC prior to the review meeting. The Consultant will attend the review meeting via TEAMS or in person to discuss comments.

Products and Deliverables

- Review meeting notes and agenda
- Maintain comments in Bluebeam review session

Assumptions

- Two Horrocks representatives will be available for this meeting in TEAMS
- LHTAC will complete a review within two weeks of receiving the 90% submittal

4.4 Final Bid Set

Consultant will prepare the final plan, specifications, and estimate for the bidding process.

Products and Deliverables

- 100% Design Cost Estimate (PDF)
- 100% Design Plan Set
- 100% Project Specifications (Word document and PDF)
- PDF's of all deliverables
- Contract Time Determination
- RE File
- Submittal date: 9/3/25
- MTR (minimum testing requirements)

Assumptions

- Project will be bid in the fall of 2025
- Consultant role during bidding will be to answer questions during bidding process

5. ENVIRONMENTAL

Consultant will complete and submit NEPA compliant documents and associated reports (**ITD 0674 form**).

Assumptions

- No formal Section 7 consultation with USFWS will be required (No Biological Assessment/Biological Opinion or formal Section 7 consultation with USFWS is required.)
- Consultant to complete the ITD1500
- No wetland delineation will be required or further USACE coordination. A 404 permit will not be required.
- No in-person public meetings will be required
- 6(f) and 4(f) and any other environmental studies will not be required at this time. Consultant may need to coordinate 6(f) exemption/letter with the city for work within a park

6. BID SUPPORT

Consultant will answer questions during the bid process and provide written responses to LHTAC. Additional effort associated with providing support during the bidding process is not included in this scope of work. If needed, Horrocks is available to provide services during bidding under a future supplemental agreement.

Assumptions

- Project will be bid in the fall of 2025
- Consultant role during bidding will be to answer questions during bidding process
- Consultant to provide bid analysis (bid tabulation)

7. CONSTRUCTION SUPPORT (NOT INCLUDED)

Effort associated with providing support during the construction process is not included in this scope of work, if needed, Horrocks is available to provide services during construction under a future supplemental agreement.

ATTACHMENT "B-1"
Projected Labor Hours and Costs Worksheet



Project 24230
West Park Pedestrian Project, Nampa, ID - Survey, PS&E and NEPA Documents

A. LABOR COSTS

		Man Hours				Total Raw Labor Cost
1	Project Manager Dean Barker, P.E., Horrocks	11	@	\$91.59	=	\$ 1,007.49
2	Associate Eng. III Tyson Larson, P.E., Horrocks	8	@	\$67.98	=	\$ 543.84
3	Sr. Design Technician Kyle Amzen Horrocks	9	@	\$57.02	=	\$ 484.67
4	Env. Specialist IV Mike McConnell, Horrocks	17	@	\$55.48	=	\$ 943.16
5	Engineer III Matt Graham, P.E., Horrocks	32	@	\$59.90	=	\$ 1,916.80
6	Landscape Architect Kendall Hancey, Horrocks	10	@	\$52.31	=	\$ 523.10
7	Accounting Heather Parker, Horrocks	4	@	\$37.84	=	\$ 151.36
8	Brian Lish Licensed Surveyor Horrocks	12	@	\$61.78	=	\$ 741.36
9	Austin Ishino Licensed Land Surveyor Horrocks	0	@	\$51.25	=	\$ -
10	Eng. Intern II Markus Rocca Horrocks	40	@	\$41.88	=	\$ 1,675.20
11	Design Tech IV Douglas Manville Horrocks	120	@	\$54.52	=	\$ 6,542.40
12	Surveyor/ROW Tech II Rhen Parmenter Horrocks	32	@	\$37.16	=	\$ 1,189.12
13	Env. Specialist Ian Pogue Horrocks	24	@	\$32.07	=	\$ 769.68
14	0	0	@	\$0.00	=	\$ -
TOTAL RAW LABOR COST						= \$ 16,488.18

B. OVERHEAD

HORROCKS	\$	Total Raw Labor Cost	16,488.18	X	OVERHEAD MULT 1.7771	=	\$ 29,301.14
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C. FIXED FEE

\$	Total Raw Labor & Overhead	45,789.32	X	FIXED FEE 11.50%	=	\$5,265.77
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D. FCCM

\$	Total Raw Labor Cost	16,488.18	X	Approved FCCM Rate 0.37%	=	\$61.01
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E. SALARY ESCALATION

\$	Total Raw Labor & Overhead	45,789.32	X	0.0% for 6 months 0.00%	=	\$0.00
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F. OUT-OF-POCKET EXPENSE SUMMARY

		Estimated Quantity		Unit Cost		Estimated Expense Horrocks
1	Mileage	510	@	\$ 0.700	=	\$ 357.00
2	Meals per diem	3	@	\$ 44.250	=	\$ 132.75
3	Lodging per diem	2	@	\$ 121.000	=	\$ 242.00
4	Propeller Imagery Credit	2	@	\$ 150.000	=	\$ 300.00
TOTAL REIMBURSABLE EXPENSES						= \$ 1,031.75

G. SUBCONSULTANTS

		Fee
1	0	\$ -
2	0	\$ -
TOTAL SUBCONSULTANT FEES		= \$ -

TOTAL (A thru G)	=	\$52,147.85
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ATTACHMENT "B-2"																					
LABOR HOUR AND COST BREAKDOWN																					
West Park Pedestrian Project, Nampa, ID - Survey, PS&E and NEPA Documents																					
		Project Manager Dean Barker, P.E., Horrocks	Associate Eng. III Tyson Larson, P.E., Horrocks	Sr. Design Technician Kyle Amzen Horrocks	Env. Specialist IV Mike McConnell, Horrocks	Engineer III Matt Graham, P.E., Horrocks	Landscape Architect Kendall Hancey, Horrocks	Accounting Heather Parker, Horrocks	Brian Lish Licensed Surveyor Horrocks	Austin Ishino Licensed Land Surveyor Horrocks	Eng. Intern II Markus Rocca Horrocks	Design Tech IV Douglas Manville Horrocks	Surveyor/ROW Tech II Rhen Parmenter Horrocks	Env. Specialist Ian Pogue Horrocks		Total Hours	Labor Cost Horrocks	Overhead & Profit Horrocks	Total Fee Horrocks	Assumptions	
Task	Description	Salary Rate	\$91.59	\$67.98	\$57.02	\$55.48	\$59.90	\$52.31	\$37.84	\$61.78	\$51.25	\$41.88	\$54.52	\$37.16	\$32.07						
																		177.71%			
1. Administration																					
1.1 Project Invoices		2							4							6				Assume (4) project invoices	
1.2 Project Schedule						3										3					
1.3 Project Team Meetings		3		0.5	1	5	1									10.5				Six (6) TEAMS meetings for 0.5 hours, agenda and meeting notes	
SUBTOTAL		5	0	0.5	1	8	1	4	0	0	0	0	0	0	0	19.5	\$1,225	\$2,177	\$3,401		
2. Utility Coordination																					
2.1 Coordination with Franchise Utilities and City Staff						1	5	0			5					11					
SUBTOTAL		0	0	0	0	1	5	0	0	0	5	0	0	0	0	11	\$531	\$943	\$1,474		
3. Survey and Mapping																					
3.1 Topographic Survey with Imagery									5				27			32					
3.2 Project Control/City of Nampa Coord.									3				5			8					
3.2								0								0					
SUBTOTAL		0	0	0	0	0	0	0	8	0	0	0	32	0	0	40	\$1,683	\$2,991	\$4,675		
4. Final Engineering Design and Production																					
4.1 Concept Layout		1				1					3	16				21					
																0					
SUBTOTAL		1	0	0	0	1	0	0	0	0	3	16	0	0	0	21	\$1,149	\$2,043	\$3,192		
4.2 Final Design Submittal																0					
4.2.1 Final Design Sheets			4													4					
Title Sheet (1)												6				6					
Project Control Notes/Plan									2			6				8					
Existing Conditions/Demo Sheet (2)						1			2			16				19					
Proposed Pathway Sheets (2)						1						32				33					
Irrigation/Utility Relocation Sheets (2)						1	4				4	12				21					
Typical Details Sheets (2)						1						12				13					
Temporary Traffic Control Plan (1)				8		1						12				21					
SWPPP Plan Sheet (1)						1						8				11					
• Cost Estimate												8				8					
• Specifications												12				12					
4.3 Final Design Review Meeting		1				4										5				Includes meeting notes and PDF comments, Allow for 1 LHTAC review	
4.4 Final Bid Set																0					
• Plans		2	4			4										10					
• Cost Estimate						1						2				3					
• Specifications						1						4				5				city of Nampa/LHTAC specifications	
SUBTOTAL		3	8	8	0	16	4	0	4	0	32	104	0	0	0	179	\$9,700	\$17,237	\$26,937		
5. Environmental NEPA Compliant Documents																					
5.1 Form ITD 0674					16										24						
SUBTOTAL		0	0	0	16	0	0	0	0	0	0	0	0	0	24	0	40	\$1,657	\$2,945	\$4,603	
6. Bid Support																					
6.1 Answer contractor questions during bid		2				6										8					
SUBTOTAL		2	0	0	0	6	0	0	0	0	0	0	0	0	0	8	\$543	\$964	\$1,507		
TOTAL		11	8	8.5	17	32	10	4	12	0	40	120	32	24	0	318.5	\$16,488	\$29,301	\$45,789		
		Project Manager Dean Barker, P.E., Horrocks	Associate Eng. III Tyson Larson, P.E., Horrocks	Sr. Design Technician Kyle Amzen Horrocks	Env. Specialist IV Mike McConnell, Horrocks	Engineer III Matt Graham, P.E., Horrocks	Landscape Architect Kendall Hancey, Horrocks	Accounting Heather Parker, Horrocks	Brian Lish Licensed Surveyor Horrocks	Austin Ishino Licensed Land Surveyor Horrocks	Eng. Intern II Markus Rocca Horrocks	Design Tech IV Douglas Manville Horrocks	Surveyor/ROW Tech II Rhen Parmenter Horrocks	Env. Specialist Ian Pogue Horrocks	0	Total Hours	Labor Cost Horrocks	Overhead Horrocks	Labor and Overhead Horrocks	Assumptions	
TOTAL LABOR HOURS		11	8	8.5	17	32	10	4	12	0	40	120	32	24	0	318.5					
TOTAL LABOR COST		\$1,007	\$544	\$485	\$943	\$1,917	\$523	\$151	\$741	\$0	\$1,675	\$6,542	\$1,189	\$770	\$0	---	\$16,488	\$29,301	\$45,789		

Note: See scope of work for assumptions.

1 LS
1 LS
1 LS

\$0.00

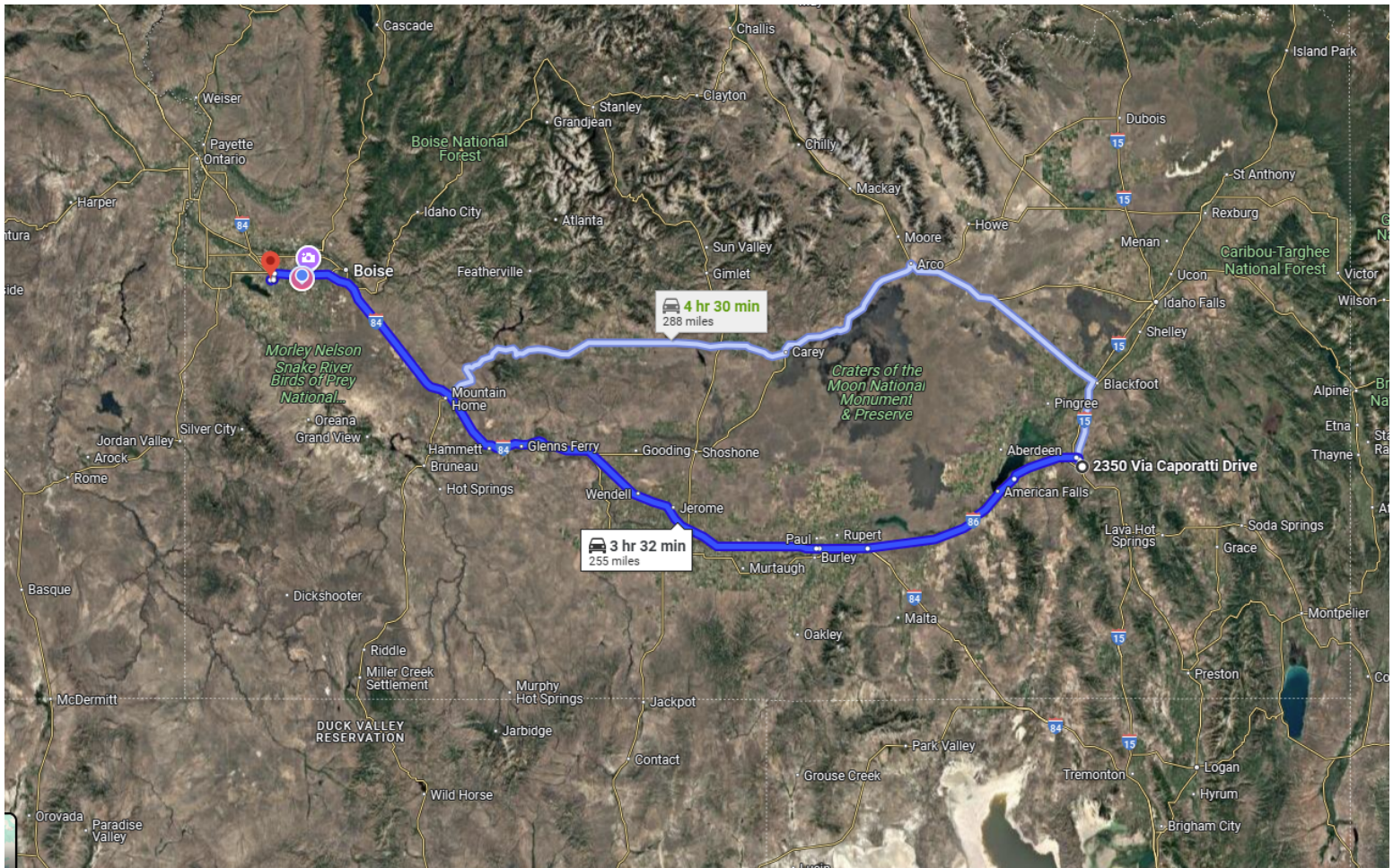
\$0.00

Mileage 510 miles \$0.70 \$357.00 (1 Trip to Nampa from Pocatello - 1 rep)
Meals per diem 1 days \$44.25 \$44.25 (meals for 1 rep during trip)
Lodging per diem 1 days \$121.00 \$121.00 (1 nights for 1 rep)

Total Reimbursable Expenses \$522

TOTAL \$46,312

Mileage from Pocatello office to site. One trip.



For Review

03/14/2025 10:40:18 AM

1 trip RT

Propeller Credit

An online platform utilized by Horrocks to process drone data. Also allows clients to view high-resolution geo-referenced imagery, take measurements of area, volumes, cross sections, and other points of interest that are all based off the most recent drone data. It also generates a digital twin in the form of a 3D replica of the site flown. The platform charges by credits based on the amount of data uploaded.

The 2025 rate is \$150/credit.

Please reach out with any further questions.

Horrocks Finance Team

RE: 24230 West Park Ped

From Brian Lish <brianl@horrocks.com>

Date Fri 3/14/2025 10:55 AM

To Dean Barker <Dean.Barker@horrocks.com>; Heather Parker <heather.parker@horrocks.com>

 1 attachment (63 KB)

Horrocks' Propeller Credit Memo - 2025.pdf;

Dean,

Please see the memo regarding the Propeller Credits. The credits are all pre-purchased in bulk by Horrocks and we expense the projects for the credits used at \$150/credit. I anticipate this project needing 2 credits, for a total of \$300. I do believe it will bring significant value to the client and parties of interest.

Thanks,



Brian Lish, PLS

Idaho Survey Discipline Lead

From: Dean Barker <Dean.Barker@horrocks.com>

Sent: Friday, March 14, 2025 8:53 AM

To: Heather Parker <heather.parker@horrocks.com>; Brian Lish <brianl@horrocks.com>

Subject: Fw: 24230 West Park Ped

Heather, can you help me with the 11.5% document?

Brian, can you get me an invoice from Propeller?