

### **Welcome to the City Council meeting!**

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council.

### **Vision Statement**

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life.

**AGENDA**  
**SPECIAL CITY COUNCIL MEETING**  
**Bonners Ferry City Hall**  
**7232 Main Street**  
**267-3105**  
**December 23, 2015**  
**4:00 p.m.**

### **NEW BUSINESS**

1. City – Approve 2016 Beverage License for Club 55 (attachment)
2. Street – Discuss Augusta Street Project Supplemental #1 (attachment)

### **EXECUTIVE SESSION PURSUANT TO IDAHO CODE 74-206, SUBSECTION 1**

- (a) Consider hiring a public officer, employee, staff member or individual agent.
- (b) Consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
- (c) Conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
- (d) Consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.
- (e) Consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- (f) Communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- (i) Engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

### **ADJOURNMENT**

No. 2016-4

# City of Bonners Ferry

## 2016

### RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT Boundary Post 55 American Legion, Inc. doing business as Club 55

is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

<b>On Premises</b>	
LIQUOR	375.00
BEER: Container Only	00.00
Draft/Container	100.00
WINE	100.00
<b>Off Premises</b>	
BEER: Container	00.00
Keg, Jug and container	000.00
WINE	000.00
Transfer Fee- Beer and Wine	00.00
TOTAL FEE \$	<u>\$575.00</u>

APPROVED:

\_\_\_\_\_  
Mayor

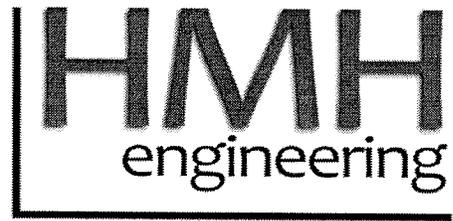
ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

THIS LICENSE EXPIRES DECEMBER 31, 2016

This License Must Be Conspicuously Displayed



December 22, 2015

**Information regarding requested Supplemental #1 for Augusta Street**

The original design and survey contract for HMH Engineering for the Augusta Street project totaled \$63,794. Because this was over the budgeted amount of \$42,000 and because of ITD's budgeting program it was agreed that the contract would be split into an initial contract for FY2015 and a supplemental contract for FY2016. The initial contract amount was \$40,454 which left a balance of \$23,340 for the supplemental. This was discussed at the council meeting on August 4, 2015 prior to approval of the initial contract.

The requested supplemental amount is \$30,000 (ITD rounded up our \$29,727 estimate). This amount is \$6,660 above what was initially expected because:

- The environmental document that we were hoping to use from a 2009 grant application was not accepted by ITD because it lacked sufficient detail, didn't match the current project, and ITD is now concerned about documentation of existing improvements. ITD is going to prepare the base environmental document, but they are now requiring an Architectural Historian to document existing conditions. The cost of this subconsultant is \$3,965 and must be borne by the project. HMH is requesting an additional \$1,288 for coordination, administration, and assistance filling out forms and producing exhibits for this effort.
- It was decided that based on the level of interest in the project from the public that a more robust public outreach program was necessary to meet federal aid guidelines. This resulted in additional meetings, publication, and printing costs. HMH is requesting an additional \$1,134 to cover these costs.

In summary:

- Initial contract amount = \$40,454
- Anticipated supplemental = \$23,340
- Architectural historian = \$3,965
- HMH environmental = \$1,288
- HMH public outreach = \$1,134
- Rounding/contingency = \$273
- Total Not To Exceed Agreement with Supplement #1 = \$70,454

These engineering fees are part of the overall project budget of \$484,000. If the total costs of the project exceed this amount then the City may be asked to cover the difference or we may consider additional value engineering measures. HMH will do all we can to bring the project in at or below budget.

Eric Olson, PE  
Project Manager



# Supplemental Agreement

ITD 2113 (Rev. 10-15)

Key Number(s)	Project Name(s)	Project Number(s)
18809	AUGUSTA ST SIDEWALK, BONNERS FERRY	A018(809)

Consultant Name HMH, LLC	Agreement Number 93719	Date Authorized	Supplemental Number 1174
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	Not-to-Exceed (NTE) Amount	Additional Services Amount	Agreement Amount	Fixed Fee Amount (Included in NTE)
Original Agreement	\$40,454.00	\$0.00	\$40,454.00	\$3,344.00
Previous Supplementals	\$0.00	\$0.00	\$0.00	\$0.00
This Supplemental	\$30,000.00	\$0.00	\$30,000.00	\$2,736.00
<b>New Totals</b>	<b>\$70,454.00</b>	<b>\$0.00</b>	<b>\$70,454.00</b>	<b>\$6,080.00</b>

The Agreement dated 8/3/2015 between the State and Consultant is hereby modified as the parties hereto mutually agree.

The Consultant will provide additional services as outlined in the attached Scope of Work, including but not limited to completion of final design, PS&E, additional public involvement, and participation in a new environmental evaluation to include the services of an architectural historian.

The Agreement Amounts are revised as shown in the table above.

The undersigned Consultant hereby agrees that if this Supplemental Agreement is approved, they will perform the work detailed above and accept payment at the prices shown for the respective items in accordance with the terms of the original Agreement, except as herein provided. **This Supplemental Agreement is not effective until approved by the Chief Engineer or his authorized representative.**

By reason of this proposed change, completion time will be adjusted as follows: New Completion Date is 5/13/2016	Approved by Local Sponsor CITY OF BONNERS FERRY
Accepted By  HMH, LLC	Local Sponsor Signature Showing Approval  Title:
Signature  Title:	Signature (Approved for the State of Idaho)  Title:

**SUPPLEMENTAL 1  
 DETAILED SCOPE OF WORK  
 AUGUSTA STREET, BONNERS FERRY, IDAHO  
 Project No. A018(809); Key No. 18809  
 December 17, 2015**

**Scope of Work**

Supplemental 1 includes completion of Final Design, PS&E, additional services related to Public Involvement, and participation in a new Environmental Evaluation to include the services of an Architectural Historian. This supplemental was anticipated at the time the original Professional Services Agreement was made. Specific tasks are listed below.

Schedule delays have occurred due to the need for a public hearing and a new Environmental Evaluation. The revised schedule is shown below.

Task WBS	Task Name	Actual Start	Actual Finish	Baseline Start	Baseline Finish
3.20.Z20	CHARTER APPROVAL	Select	Select	Select	10/28/2015
3.30.Z30	DESIGN APPROVAL	Select	Select	Select	2/12/2016
3.30.Z34	PRELIMINARY DESIGN REVIEW	Select	Select	Select	n/a
3.30.Z36	ENVIRONMENTAL DOCUMENT APPROVAL	Select	Select	Select	2/12/2016
3.30.Z38	HEARING COMPLETE	Select	Select	Select	11/18/2015
3.40.Z41	SITUATION & LAYOUT APPROVAL	Select	Select	Select	n/a
3.40.Z42	INITIATE R/W PURCHASE PROCESS	Select	Select	Select	n/a
3.40.Z43	R/W CERTIFIABLE	Select	Select	Select	1/29/2016
3.40.Z48	AGREEMENTS COMPLETE	Select	Select	Select	n/a
3.40.Z49	FINAL DESIGN REVIEW	Select	Select	Select	2/17/2016
3.50.Z50	PS & E SUBMITTAL	Select	Select	Select	2/26/2016
3.60.Z55	PROJECT AWARD	Select	Select	Select	4/29/2016
4.10.Z75	CONTRACT COMPLETION DATE	Select	Select	Select	5/13/2016
4.10.Z80	PROJECT CLOSEOUT COMPLETE	Select	Select	Select	5/13/2016
4.20.Z60	CONSTRUCTION START	Select	Select	Select	6/15/2016
4.20.Z70	CONSTRUCTION COMPLETION	Select	Select	Select	8/19/2016

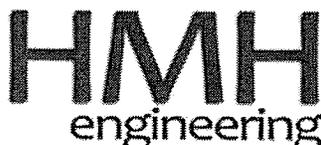
**Task 2 – Design Approval**

**2.7.1 Public Involvement:** The original scope included a lesser level of public involvement than is needed for this project. A public hearing was held in November. The City of Bonners Ferry has requested that HMH be present and speak at the City's Traffic Safety Committee meeting and City Council meeting on December 16.

**Task 3 – Final Design**

**3.5 Final Design Sheet Count:** The following sheets will be prepared and submitted as part of the final design submittal to ITD for review. The final drawings will be prepared on 11" x 17" sheets using English units.

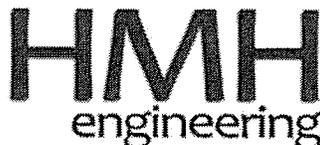
- 3.5.1 1-Title Sheet
- 3.5.2 1-Standard Drawing List
- 3.5.3 1-Survey Control List
- 3.5.4 1-Project Clearance Summary
- 3.5.5 2-Roadway Summary



- 3.5.6 2-Typical Sections
- 3.5.7 1-Construction General Notes/Legend
- 3.5.8 6-Plan and Profile Sheets
- 3.5.9 2-Detail Sheets
- 3.5.10 2-Signing and Pavement Marking Sheets
- 3.5.11 2-Traffic Control Plans
- 3.5.12 2-Erosion and Sediment Control Plans
- 3.6 **Contract Documents:** Special Provisions that supplement or modify the Idaho Standards for Public Works Construction (ISPWC) will be provided. Non-standard construction bid items will be created and described as Special Provisions.
- 3.7 **Construction Schedule:** The Consultant will prepare a project construction schedule with the Final Design submittal. Schedule will include contract time and will be completed using Microsoft Project.
- 3.8 **Quality Control & Revisions:** The compiled Final Design will be reviewed in-house. This review will be performed with senior Consultant staff, as determined appropriate by the Consultant. Any necessary modifications to the Final Design package will be made based on the Consultant's in-house review of the design package.
- 3.9 **Cost Estimate:** A detailed cost estimate will be prepared by the Consultant.
- 3.10 **Project Charter:** The current Project Charter will be updated for the Final Design submittal.
- 3.11 **Final Design Submittal:** Eight copies of the Final Design package will be prepared and delivered to ITD for review and comment. It is anticipated that review times will take *three* weeks.
- 3.12 **Final Design Review:** The Consultant will attend the Final Design Review meeting. The Consultant will compile the comments received during the review.
- 3.13 **Final Design Revisions:** Modifications based on comments received during the Final Design Review will be addressed. The Consultant will compile all comments into one list and inform ITD of any discrepancies. ITD will issue clear direction to the Consultant who will address and resolve all comments.
- 3.14 **Right of Way Certificate:** The Consultant will request from the Sponsor the ITD-1983 Certification of Completion of Right of Way activities, verifying that legal and physical possession of the Right of Way has been obtained for the project area. This will be submitted to ITD for requesting a Right of Way Certificate.

#### **Task 4 – PS&E Submittal**

- 4.1 **Quality Control:** The compiled PS&E submittal will be reviewed in-house. This review will be performed with Consultant senior staff, as determined appropriate by the Consultant.
- 4.2 **Revisions:** Any necessary modifications to the PS&E package will be made based on the Consultant in-house review of the PS&E package.
- 4.3 **PS&E Submittal:** The PS&E package will be prepared and delivered to ITD for approval. The following items will be submitted:
  - Construction Drawings
  - Special Provisions
  - PS&E Information Sheet



Cost Estimate  
Construction Schedule  
PS&E Checklist

- 4.4 **PS&E Review and Resubmittal:** The Consultant will spend up to 8 hours to update the PS&E package per any minor design modifications required after the original PS&E submittal.
- 4.5 **Resident's File:** The Consultant will submit the R.E. File including all design calculations, correspondence, design standards, and electronic files.

## **Task 6 – Environmental/Cultural Resources**

- 6.2 **Environmental Evaluation:** It has been determined that a new Environmental Evaluation is needed. HMM has coordinated with ITD to help fill out forms 0654 and 1502 and has provided exhibits in support of this effort. An Architectural Historian is now required to document areas of concern for the project. Gorman Preservation Associates will be subcontracted to HMM to provide this work. HMM will continue to coordinate with ITD and Gorman through environmental approval.

Project Name:		SUPPLEMENTAL 1										
Project Number:		A018(809)										
Key No:		18809										
Prepared By:		Eric Olson		Shawn Melts, PE		Eric Olson, PE		Dan Larson, PE		Wes Miller, EIT		
										Wendy Brondt		
				Principal		Project Manager		Project Engineer		Administrative Assistant		
TASK		Project Name		Principal		Project Manager		Project Engineer		Administrative Assistant		
2		DESIGN APPROVAL		0		8		0		0		
2.7.1		Additional Public Involvement		8		8		2		10		
3		FINAL DESIGN		6		82		12		182		
		Design/Plan Development		0		51		8		128		
3.5		Final Design Sheet Count										
3.5.1		1-Title Sheet		2		2		2		4		
3.5.2		1-Standard Drawing List		2		2		2		4		
3.5.3		1-Survey Control List		1		1		4		5		
3.5.4		1-Project Clearance Summary		2		2		4		6		
3.5.5		2-Roadway Summary		4		4		16		20		
3.5.6		2-Typical Sections		4		4		8		12		
3.5.7		1-Construction General Notes/Legend		4		4		4		8		
3.5.8		6-Plan and Profile Sheets		16		16		40		56		
3.5.9		2-Detail Sheets		8		8		16		24		
3.5.10		2-Signing and Pavement Marking Sheets		2		2		8		10		
3.5.11		2-Traffic Control Plans		2		2		8		10		
3.5.12		2-Erosion and Sediment Control Plans		4		4		8		28		
3.6		Contract Documents		2		14		0		16		
3.7		Contract Documents		2		12		8		20		
3.8		Construction Schedule		2		2		8		12		
		Quality Control		4		2		8		14		
		Quality Control & Revisions		4		2		8		14		
3.9		Opinion of Probable Cost		0		2		0		10		
		Cost Estimate		2		2		8		10		
3.10		Project Charter		0		1		0		3		
		Project Charter Update		1		1		2		3		
3.11		Submittals & Reviews		0		10		4		20		
3.12		Final Design Submittal		2		2		8		18		
3.13		Final Design Review		4		4		4		8		
		Final Design Revisions		4		4		8		16		
3.14		Right of Way		0		2		0		2		
		Right of Way Certificate		2		2		0		2		
		TOTAL COST		\$		374		\$		8,495		



**CONSULTANT**  
**PROJECT NAME**  
**PROJECT NUMBER**  
**KEY NUMBER**

HMH Engineering, LLC.  
AUGUSTA STREET, BONNERS FERRY, IDAHO  
A018(809)  
18809

**A. SUMMARY ESTIMATED MAN-DAY COSTS**

		Man-Days	=	Man-Hours	@	Hrly Rate	=	Raw Labor Cost
1	Shawn Metts, PE	1.3	=	10	@	\$47.12	=	\$ 471.20
2	Eric Olson, PE	13.8	=	110	@	\$41.00	=	\$ 4,510.00
3	Dan Larson, PE	1.5	=	12	@	\$40.00	=	\$ 480.00
4	Wes Miller, EIT	27.8	=	222	@	\$23.00	=	\$ 5,106.00
5	Wendy Brondt	1.5	=	12	@	\$23.00	=	\$ 276.00
6	etc		=		@		=	
<b>TOTAL RAW LABOR COST</b>								<b>= \$10,843.20</b>

**B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD**

Total Raw Labor Cost		Approved Overhead Rate	
\$10,843.20	X	110.48%	= \$11,979.57

**C. NET FEE**

Total Raw Labor & Overhead		NET FEE**	
\$22,822.77	X	12%	= \$2,738.73

**D. FCCM**

Total Raw Labor Cost		Approved FCCM Rate	
\$10,843.20	X	0.00%	\$0.00

**TOTAL LABOR \$25,561.50**

**E. OUT-OF-POCKET EXPENSE SUMMARY**

	Estimated Amount		Unit Cost	=	Estimated Expense
1 * MILEAGE (miles)	0	@	\$ 0.575	=	\$ -
2 PRINTING	0	@	\$ 0.10	=	\$ -
3 * LODGING (Days)	0	@	\$ 2.00	=	\$ -
4 * MEALS (Days)	0	@	\$ 1.00	=	\$ -
5 PUBLIC NOTICE PUBLICATION	1	@	\$ 300.00	=	\$ 300.00
<b>TOTAL ESTIMATED EXPENSE</b>					<b>= \$ 300.00</b>

**F. SUBCONSULTANTS**

1	Gorman Preservation Associates	**	=	\$ 3,865.35
2			=	

**TOTAL = \$29,726.85**

\* As per the "FEDERAL PER DIEM RATES FOR IDAHO"

\*\* Negotiated % Fee



Gorman Preservation Associates

December 14, 2015

Eric Olson, P.E.  
HMH Engineering, LLC  
1302 W. Hayden Avenue  
Hayden, ID 83835

Re: Proposal to Provide a Cultural Resources Report for four buildings for the Augusta Street Sidewalk Project in Bonners Ferry, Boundary County, Idaho

Dear Mr. Olson,

Gorman Preservation Associates (GPA) is pleased to submit this proposal to conduct an evaluation of four buildings, in the city of Bonners Ferry, in Boundary County, Idaho. GPA understands that the Augusta Street Sidewalk Project will entail replacing and expanding the length of an existing sidewalk as well as drainage improvements along Augusta Street and that architectural history services will need to be completed according to Section 106 compliance. This proposal provides a short description of the scope of work to be provided, a schedule during which the project will be conducted, and the estimated cost to complete the project as described. All work proposed will be conducted by Principal, Jennifer Gorman, who exceeds the Secretary of the Interior's qualifications for an Architectural Historian. All work will be completed in compliance with the cultural resources requirements of the Idaho Transportation Department (ITD), the Idaho state historic preservation requirements, and Section 106 of the National Historic Preservation Act (NHPA). GPA will bill you on time-and-materials basis in accordance with our standard billing rates.

## **SCOPE OF WORK**

GPA will conduct an evaluation to the National Register of Historic Places (NRHP) of four buildings on Augusta Street in Bonners Ferry, Idaho and will prepare four Idaho Historic Site Inventory (IHSI) forms as required under the provisions of ITD and the Idaho State Historic Preservation Office (SHPO) for the resources located in Bonners Ferry, Idaho. The purpose of these site records is to evaluate the subject properties' eligibility for listing in the Idaho State Historic Register and the NRHP.

**Task 1. Project Management:** GPA will coordinate with ITD Architectural Historian Dan Everhart before the project start to verify all built environment resources that need documentation, as well as confirm project scope and deliverables.

**Task 2. Research and Site Visit:** Next, GPA will perform an on-site survey of the project area, photograph all elevations and obliques of the four resources, and take detailed field notes. GPA will then conduct research to establish the appropriate historic contexts (national, state and local) in which to evaluate the resources. Such historic contexts provide the foundation for evaluating the potential historic significance of the resource as individual properties or contributors to a historic district. Archival research will include historic photographs, maps, original plans of the buildings (if any), and building records, if available. Repositories for research will include the Boundary County Tax Assessor, the City of Bonners Ferry City Hall, online resources such as the Idaho Historical Society, [historicaerials.com](http://historicaerials.com), and others. GPA will also conduct a records search with the Idaho SHPO. Expenses may include research fees as well as the records search fee.

**Task 3. IHSI Forms (4):** GPA will then complete four IHSI forms that include architectural descriptions, a brief historic context, and address each subject property's eligibility, including an assessment of its integrity as defined in NRHP Bulletin #15; *How to Apply the National Register Criteria for Eligibility*. Supplementary documents required by ITD will include two to three maps of the project area, including a project location map; project area map; Sanborn Fire Insurance Map (if available); and printed photographs.

**Task 4. Final Report:** Finally, GPA will complete a Cultural Resources Report which will assess impacts of the project to the resources identified. GPA will provide up to two iterations of the IHSI forms and report sections. Background research and fieldwork will be completed and the first draft site form and report sections will be submitted to you within four weeks of receipt of notice to proceed.

## **COST**

The total cost for this project is \$3,965.35. This cost includes the site visit, archival research, coordination time with ITD Architectural Historian, and preparation of two iterations each of the report and IHSI forms. A detailed cost estimate is on the following page. This estimate is based upon the following assumptions:

- Not more than one site visit will be required;
- GPA will record up to four buildings within the survey area; if there are additional buildings or structures within the survey area that need to be documented, GPA will request a budget augment

<b>Task 1. Project Management</b>					
	Project Manager	45.00	1.00	45.00	
			Subtotal		\$45.00
<b>Task 2. Research &amp; Site Visit</b>					
	Project Manager	45.00	15.00	675.00	
	Mileage	0.575	218.00	125.35	
	Records Search/Research Fees	50.00	2.00	100.00	
					\$900.35
<b>Task 3. IHSI Forms (4)</b>					
	Project Manager	45.00	40.00	1,800.00	
	Expenses	50.00	1.00	50.00	
					\$1,850.00
<b>Task 4. Final Report</b>					
	Project Manager	45.00	26.00	1,170.00	
					\$1,170.00
	<b>Subtotal</b>				\$3,965.35
	<b>GRAND TOTAL</b>				<b>\$3,965.35</b>

If you have any questions regarding the information included in our proposal, please do not hesitate to contact me.

Respectfully submitted,



Jennifer K. Gorman, M.H.P.  
 Principal Architectural Historian