



Lewiston Urban Renewal Agency
AMEDNED 8/2/2023 - REGULAR MEETING AGENDA
August 8, 2023 - 12:00 PM
Lewiston City Hall – West Conference Room – 1134 F Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's website at cityoflewiston.org.

I. CALL TO ORDER

II. CITIZEN COMMENTS

An opportunity for citizens to address the Agency. Citizens are asked to limit their time to three (3) minutes each. Comments and questions can be made by: 1) attending in-person; 2) emailing comments and questions prior to the start of the meeting to sgrow@cityoflewiston.org or dortiz@cityoflewiston.org; 3) mailing written comments prior to the start of the meeting to Shannon Grow, PO Box 617, Lewiston ID 83501; or 4) calling 208-746-1318 x 7265 and leaving a message. Your comments will then be forwarded to the Agency.

III. CORRECTIONS OR ADDITIONS TO AGENDA

IV. PUBLIC HEARING

A. FY2023 BUDGET AMENDMENTS – RECEIVE TESTIMONY ON FY2023 BUDGET AMENDMENTS - ACTION ITEM: - Action Item ()

B. FY2024 BUDGET – RECEIVE TESTIMONY ON FY2024 BUDGET – ACTION ITEM: - Action Item ()

V. ACTIVE AGENDA

A. APPROVAL OF MINUTES, JULY 20, 2023 - ACTION ITEM

B. APPROVAL OF INVOICE

1. DOUGLASS LAW, PLLC INVOICE 373, JULY 2023, \$135.00 - ACTION ITEM: - Action Item ()

2. CITY OF LEWISTON, EAST ORCHARDS SEWER PHASE 3, \$53,588.50 – ACTION ITEM: - Action Item ()

3. CITY OF LEWISTON, ADMINISTRATIVE FEES, \$14,750.00: - Action Item ()

C. REVIEW OF FINANCIAL SUMMARY, JULY 2023 - INFORMATION ITEM

D. APPROVE AMENDED FY2023 BUDGET – ACTION ITEM

E. APPROVE FY2024 BUDGET – ACTION ITEM

F. CITY OF LEWISTON, EAST ORCHARDS SEWER PHASE 3, ADDITIONAL COSTS - ACTION ITEM: - Action Item ()

G. REVIEW MOUNTAIN WATER WORKS DESIGN DOCUMENTS; POSSIBLE DIRECTION ON FUTURE PROJECTS – ACTION ITEM

VI. UNFINISHED & NEW BUSINESS

A. BOARD MEMBER COMMENTS

B. STAFF COMMENTS

VII. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact City Clerk Kari Ravencroft at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6203.

July 20, 2023

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a special meeting Tuesday, July 20, 2023, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Joe Anderson, Vice Chairperson; Don Beck; A.L. "Butch" Alford; Tim Switzer; Rick Tousley

BOARD MEMBERS EXCUSED:

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Dawn Ortiz, Community Development Specialist; Aaron Butler, IT; Luke Antonich, City Engineer; Katie Hollingshead, Assistant Planner; Joe Kaufman, Engineering Project Supervisor

OTHERS PRESENT: Jennifer Douglass, URA Attorney

II. CITIZEN COMMENTS

None

III. CORRECTIONS OR ADDITIONS TO AGENDA

None.

IV. ACTIVE AGENDA (ACTIVE ITEM)

A. Approval of Minutes, June 13, 2023

Vice Chairperson Anderson and board member Beck moved and seconded, respectively, to approve the June 13, 2023 minutes with approved changes. The motion carried 6-0.

B. Approval of Invoice

1. Douglass Law, PLLC Invoice 364, June 2023, \$390

Vice Chairperson Anderson and board member Switzer moved and seconded, respectively, to approve payment of an invoice for Douglass Law, PLLC invoice 364 in the amount of \$390. The motion carried 6-0.

C. Review of financial summary, June 2023

Director Grow verbally presented the June 2023 financial summary.

D. FY2023 Budget Amendments

Director Grow verbally reviewed the FY2023 budget amendments with board. Director Grow stated the Board will need to decide if an additional payment to the bond will be paid this year because she will need to let the bank know a couple of weeks prior to the September 1 payment.

Joe Kaufman, Engineering Project Supervisor provided a verbal update on the design plans for East Orchards Sewer extension. Plans might be available at the September or August meeting.

Luke Antonich, City Engineer stated the expansion of the trunk lines in east orchards has spurred a lot of growth and expansion.

Vice Chairperson Anderson and board member Alford moved and seconded, respectively, to approve FY2023 Budget Amendment with \$200,000 for additional bond payment. The motion carried 6-0.

E. Draft Budget for 2024

Director Grow verbally reviewed the FY 2024 draft budget with the board.

Vice Chairperson Anderson and board member Tousley moved and seconded, respectively, to approve FY2024 Budget for publication. The motion carried 6-0.

F. URA Attorney Ending Representations/Search for New Legal Council

Jennifer Douglas, URA Attorney stated she was resigning from the URA due to an increased work load she verbally expressed her goodbyes and appreciation to the board.

Chairperson Bond asked Director Grow to reach out to Elam & Burke for representation or advice.

V. UNFINISHED AND NEW BUISNESS

A. Board Member Comments

Board member Tousley expressed concern for the board due to the recent loss of institutional knowledge.

Board member Beck stated the way taxes have changed recently, elected officials need to be careful about how tax dollars are spent.

Board member Alford stated the URA has been very conservative by only doing infrastructure that brings money to all governmental entities.

B. Staff Comments

Director Grow stated that City Council has given options for funding Byrden Ave reconstruction. Director Grow will invite Public Works Director to provide information at the next meeting and will extend an invitation to Barney Metz from LOID.

VI. ADJOURN (ACTION ITEM)

There being no further business, Board member Tousley and Vice Chairperson Anderson moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:56 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

DAWN ORTIZ,
RECORDING SECRETARY

URBAN RENEWAL AGENCY CHAIR

Approved this _____ day of _____, 2023.

DOUGLASS LAW, PLLC

935 6th STREET
CLARKSTON, WA 99403

INVOICE

Invoice # 373
Date: 07/05/2023
Due On: 07/19/2023

URBAN RENEWAL AGENCY
ATTN: SHANNON GROW
215 D Street
LEWISTON, ID 83501

00133-URBAN RENEWAL AGENCY

GENERAL

Type	Date	Notes	Quantity	Rate	Total
Service	06/05/2023	JBD: review of minutes/changes/adding corrections, review of agenda	0.30	\$150.00	\$45.00
Service	06/12/2023	JBD: Receipt/Review of packet for meeting	0.30	\$150.00	\$45.00
Service	06/20/2023	JBD: consultations with chair re URA agenda items and other matters	0.30	\$150.00	\$45.00
				Total	\$135.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
297	05/31/2023	\$645.00	\$345.00	\$300.00
364	06/20/2023	\$390.00	\$0.00	\$390.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
373	07/19/2023	\$135.00	\$0.00	\$135.00
Outstanding Balance				\$825.00
Total Amount Outstanding				\$825.00

Please make all amounts payable to: DOUGLASS LAW, PLLC

Please pay within 14 days.



July 31, 2023

Shannon Grow
Urban Renewal Agency
Via Hand Delivery
Lewiston, ID 83501

RE: East Orchards Sewer Improvements Phase 3 – REV1

Dear Shannon:

The City of Lewiston is requesting reimbursement for consultant design services on the above-referenced project. This is the first reimbursement request in the amount of \$53,588.50 for expenses through May 25, 2023.

PO #	Payee / Vendor	Date	Amount Paid
22301489	MWW/Merrick	04/24/23	14,036.00
22301489	MWW/Merrick	05/22/23	20,415.00
22301489	MWW/Merrick	06/26/23	19,137.50
Total			\$53,588.50

In support of this request, I have attached copies of the invoices and evidence of payment, please let me know if you would like me to submit that separately.

Please call me at (208)790-8803 or email jtolman@cityoflewiston.org if you have any questions or need additional information.

Sincerely,



Joe Kaufman
Public Works

G:\Shared drives\Public Works CAPITAL\Wastewater\Wastewater Collections\WW061 East Orchards Sewer Expansion Phase 2\Financial\Submitted for Reimbursement to URA\Reimb REV1 for Ph 3.docx

ecopy: Aimee Gordon, City Finance
Joe Kaufman, PE, Engineering Project Supervisor

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
03/31/2023	7113	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-	\$20,321.25 \$20,321.25
03/31/2023	7117	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22301489 - WASTEWATER GL#:09-220-222-91180-	\$14,036.00 \$14,036.00

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
4523	MOUNTAIN WATERWORKS INC	109129	05/04/2023	\$34,357.25



City of Lewiston
PO Box 617
Lewiston, ID 83501-0617
(208) 746-3671

Vendor Number	Check Number	Check Date
4523	109129	05/04/2023

\$34,357.25

Pay *Thirty-four Thousand Three Hundred Fifty-seven Dollars and 25 Cents*

To the
Order Of MOUNTAIN WATERWORKS INC
1161 W RIVER ST STE 130
BOISE, ID 83702-0000

**FILE COPY
NON-NEGOTIABLE**



Mountain Waterworks, Inc.

PO Box 9906

Boise, ID 83707-

Tel: 208-780-3990 Fax: 208-780-3980

Email: office@mountainwtr.com

Website: www.mountainwtr.com

RECEIVED

By Jill Tolman at 10:30 am, Apr 20, 2023

City of Lewiston
P.O. Box 617
Lewiston, ID 835011930

PO 22301489 Contract \$171,715
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Approved by JK via email 4/20/23

Invoice

Invoice Date: Mar 31, 2023

Invoice Num: 7117

Billing Through: Mar 25, 2023

East Orchards Sewer Project: Phase 3 (FY2023) - PO# 22301489 - 181.0270: - Managed by **rehder**

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	\$79,105.00	20.00	\$1,785.00	\$14,036.00

Total Amount Due: **\$14,036.00**

This invoice is due on 4/30/2023

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
04/30/2023	7183	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22301489 - WASTEWATER GL#:09-220-222-91180-	\$20,415.00 \$20,415.00
05/31/2023	7257	21.027 WR0600 ARPA DWNTNW MAIN REPLACEMENT-DESIGN PO #: 22203589 - WATER GL#:24-000-000-30040-	\$73,270.76 \$73,270.76

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
5204	MERRICK & COMPANY	109928	06/29/2023	\$93,685.76



City of Lewiston
PO Box 617
Lewiston, ID 83501-0617
(208) 746-3671

Vendor Number	Check Number	Check Date
5204	109928	06/29/2023

\$93,685.76

Pay *Ninety-three Thousand Six Hundred Eighty-five Dollars and 76 Cents*

To the
Order Of MERRICK & COMPANY
5970 GREENWOOD PL BLVD
GREENWOOD VILLAGE, CO 80111-0000

**FILE COPY
NON-NEGOTIABLE**

Merrick & Co.

PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990 Fax: 208-780-3980
Email: office@mountainwtr.com
Website: www.mountainwtr.com

PO 22301489 Contract \$157,679
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Approved by JK via email 6/22/23

RECEIVED

By Jill Tolman at 7:16 am, May 22, 2023

Invoice

Invoice Date: Apr 30, 2023

Invoice Num: 7183

Billing Through: Apr 25, 2023

City of Lewiston
P.O. Box 617
Lewiston, ID 835011930

East Orchards Sewer Project: Phase 3 (FY2023) - PO# 22301489 - 181.0270: - Managed by **rehder**

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	\$79,105.00	45.81	\$15,821.00	\$20,415.00

Total Amount Due: \$20,415.00

This invoice is due on 5/30/2023

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
05/31/2023	7260	WW061 FY2023 EAST ORCHARDS SEWER PH 3 DESIGN PO #: 22301489 - WASTEWATER GL#:09-220-222-91180-	\$19,137.50 \$19,137.50

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
5204	MERRICK & COMPANY	110119	07/13/2023	\$19,137.50



City of Lewiston
PO Box 617
Lewiston, ID 83501-0617
(208) 746-3671

Vendor Number	Check Number	Check Date
5204	110119	07/13/2023

\$19,137.50

Pay *Nineteen Thousand One Hundred Thirty-seven Dollars and 50 Cents*

To the
Order Of MERRICK & COMPANY
5970 GREENWOOD PL BLVD
GREENWOOD VILLAGE, CO 80111-0000

**FILE COPY
NON-NEGOTIABLE**

Merrick & Co.

PO Box 9906
Boise, ID 83707-
Tel: 208-780-3990 Fax: 208-780-3980
Email: office@mountainwtr.com
Website: www.mountainwtr.com

PO 22301489 Contract \$157,679
Proj WW061 EOS PHASE 3
09-220-222-91180-Design
Approved by JK via verbal
7/10/23

RECEIVED

By Jill Tolman at 7:32 am, Jun 26, 2023

City of Lewiston
P.O. Box 617
Lewiston, ID 835011930

Invoice

Invoice Date: May 31, 2023

Invoice Num: 7260

Billing Through: May 25, 2023

East Orchards Sewer Project: Phase 3 (FY2023) - PO# 22301489 - 181.0270: - Managed by rehder

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
181.0270:TASK 01	EOS Project: Phase 3 (FY2023) - Design & Project Management Services	\$79,105.00	70.00	\$36,236.00	\$19,137.50

Total Amount Due: **\$19,137.50**

This invoice is due on 6/30/2023

December 13, 2022

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, December 13, 2022, at Lewiston City Hall. Chair JoAnn Cole-Hansen called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: JoAnn Cole-Hansen, Chair; Sheila Bond, Vice Chair; Don Beck; Joe Anderson; A.L. "Butch" Alford; Rick Tousley

BOARD MEMBERS EXCUSED: None

STAFF MEMBERS PRESENT: Laura VonTersch, Executive Director, URA; Shannon Grow, Community Development Director; Aaron Butler, IT; Luke Antonich, City Engineer; Katie Hollingshead, Assistant Planner, Joe Kaufman, Engineering Supervisor

OTHERS PRESENT: Jennifer Douglass, URA Attorney;

II. CITIZEN COMMENTS

Luke Antonich, City Engineer, wanted to address with the board a letter he had sent to Director Von Tersch today regarding the East Orchard Sewer Phase 1 & Phase 2 project close out. The letter is intended to document that the City has paid more than the agreed 50/50 split and requests that the URA commits to reimbursing approximately \$552,787.59 upon the debt service reserve being released.

Director Von Tersch commented that the monies spent by the URA in Phase 3 of the East Orchard Sewer project should catch the URA up to the amount that the City has already paid.

Commissioner Anderson asked if the letter was included in the meeting packet and Mr. Antonich stated that the final version of the letter had just been provided today to Director Von Tersch and was not included in the packet. Board member Anderson asked that staff provide the board with a copy of the letter.

III. CONSENT AGENDA (ACTION ITEMS)

Chair Cole-Hansen stated she had an amendment to item C on the consent agenda, to change it from \$345 to \$720 due to a miscalculation on the amount owed. Board members Alford and Anderson moved and seconded, respectively to amend item C from \$345 to \$720. The motion passed 6-0.

A. Approval of Minutes, October 11, 2022

B. Approval of Minutes, November 8, 2022

C. Approval of Invoices, JBD \$345.00 (Amended to \$720)

Board members Alford and Anderson moved and seconded, respectively, the approval the consent agenda. The motion carried 6-0.

IV. ACTIVE AGENDA

A. Adopt Resolution No. 2022-02 Terminate Memorandum of Understanding with School District (Action Item)

Chair Cole-Hansen stated that the board packet was missing the rescission of memorandum of understanding. URA attorney, Jennifer Douglass, asked the Chair if the board had previously seen the rescission of memorandum of understanding and Chair Cole-Hansen stated no. Attorney Douglass suggested that the board table the item until the January meeting so that all exhibits could be reviewed by the board prior to voting. Board members Bond and Beck, moved and seconded, respectively to table the Adoption of Resolution No. 2022-22 until the January meeting. The motion carried 6-0.

B. Approve Scope of Work, East Orchards Sewer III, Mountain Water Works (Action Item)

Joe Kaufman, Engineering Supervisor reviewed the East Orchards Sewer project that had been started approximately four (4) years ago and the segments that the board had approved to move forward with design, bid, award and construction. Mr. Kaufman reviewed segments 17, 18, 19 as being the downhill side of several large areas that would allow for several connections to occur both for existing homes and future development. Segment 1 is low hanging fruit and will be an easy extension to complete. Segment 7 is needing the most investigation to find out any obstacles that might exist there.

Board member Anderson asked if there were any other segments that could be completed without pump stations. Mr. Kaufman referred to the map and said that all segments that are not hatched in blue are areas that can be served by gravity sewer feed. There are points labeled on the maps where lift stations could go. Several lift stations already exist and they are expensive to operate and maintain. Mr. Kaufman would like to see a gravity sewer line along Tammany but time will tell if funding and service need will result in that.

Board member Alford asked if Mr. Kaufman knew how many hook ups had been achieved with the segments already completed. Director Von Tersch said that there had been 64 parcels originally. Mr. Kaufman said that he thought the number of sewer hookups was close to 50 homes so far.

Chair Cole-Hansen reminded the board that the goal of the sewer project was to reduce the amount of leaching septic tanks from infiltrating the watershed, which is a public safety issue. As a bonus, the project also allows for additional growth in density of homes, which adds to the tax base and helps to pay off the loan. Chair Cole-Hansen asked if the scope of work included more than just the design work and asked if the URA would be paying for 50% of that contract or 100% of the

contract. Director Von Tersch said that the URA would be paying 100% of this contract.

Attorney Douglass stated that if the URA only wanted the scope of work to include only the design work, they should ask for an updated contract reflecting that.

Chair Cole-Hansen said that she was tentative to approve a contract without knowing the construction costs and knowing where they stood financially.

Board member Alford asked if the board should just approve the design services at \$79,105.00. Mr. Kaufman suggested that they also include the Bidding and Negotiation Assistance for \$5,720 and the Management Reserve for \$15,000.

Board members Alford and Anderson, moved and seconded, respectively to approve the Design Services for \$79,105.00 and the Bidding and Negotiation Assistance for \$5,720. Chair Cole-Hansen called for discussion. Mr. Kaufman said that the board should also approve the Management Reserve in case unexpected things come up and small changes need to be made. Board members Alford and Anderson amended their motion and second to include the \$15,000 Management Reserve.

Attorney Douglass asked Mr. Kaufman to confirm that all the segments being approved for design work were located inside city limits. Mr. Kaufman stated they are.

There being no further discussion, Chair Cole-Hansen called for the vote. Motion passed 6-0.

UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board member Tousley let the board know that Council President Liedkie had brought up at the December 12, 2022 council meeting that she would like to see a presentation from the URA at a future work session to see a review of what the URA has been working on.

Board member Anderson let the board know that the Port of Lewiston would be having their Holiday reception on December 14, 2022 from 4 to 6:30 p.m, and everyone is invited.

Chair Cole-Hansen said that she had a very special plaque to present to a very special person. Chair Cole-Hansen recognized Laura Von Tersch and read the plaque thanking Director Von Tersch for her 17 years of leadership and service. Director Von Tersch thanked Chair Cole-Hansen and let the board know how much she has enjoyed the work and that her time as Director has been absolutely great.

Chair Cole-Hansen recognized former URA Chair Joe Hulett from the audience and stated that she had specifically asked Mr. Hulett to attend the meeting to share

his experience with Director Von Tersch. Mr. Hulett shared that Director Von Tersch was the heart and soul of the URA and that the city is a much better place because of her work. Mr. Hulett expressed his gratitude for all of Director Von Tersch's work.

B. Staff Comments

Director Von Tersch stated that she believed the board was in good hands with Staff Grow and Staff Hollingshead and encouraged the board to explore pedestrian improvements at the northern end of 21st Street as a future URA project.

Board member Alford stated that he felt optimistic about the URA moving forward because of the path that Director Von Tersch has laid.

V. ADJOURN (ACTION ITEM)

There being no further business, Board members Alford and Anderson moved and seconded, respectively to adjourn. The motion carried 6-0 and the Urban Renewal Agency Board adjourned at approximately 12:34 p.m.

RESPECTFULLY SUBMITTED,

ATTEST:

Devin Ortiz for Katie Hollingshead

KATIE HOLLINGSHEAD,
RECORDING SECRETARY

[Signature]

URBAN RENEWAL AGENCY CHAIR

Approved this 10 day of January, 2023.

Exhibit A

City of Lewiston East Orchards Sewer Project: Phase 3 (FY 2023)

Scope of Work

Project Name:	East Orchards Sewer Project: Phase 3 (FY 2023)
Client:	City of Lewiston, Idaho
Client Project Manager:	Joe Kaufman, P.E.
Mountain Waterworks Project No.:	181.0260
Client Project Number:	WW056

SECTION 1 – PROJECT UNDERSTANDING

Mountain Waterworks (Engineer) has completed the planning studies for the City of Lewiston (City) relating to the design and construction of the East Orchards Sewer Improvements. The projects that will be completed within the scope of services (SOW) are listed below in order of priority. A map showing the locations of the numbered segments is attached. The projects and associated professional services are anticipated to be funded primarily with funding from the City's Urban Renewal Agency (URA).

Segment	Street	From	To
1	Burrell Ave	Airway Ave	400' West of 19 th St
17	20 th St	Grelle Ave	Alder Ave
18	20 th St	Alder Ave	Powers Ave
19	20 th St	Powers Ave	Birch Ave

It is our understanding that the City's highest priority is to complete the designs, bid, award, and construction in the order listed above. Segment 19 construction work may possibly exceed this year's project budget.

In addition to the segments listed above, the City intends to progress the design of Segment 7, as described below, to 30 percent completion. For the purposes of this agreement, 30 percent design is assumed to be complete after Tasks 01 and 02 are completed for this segment as described below.

Segment	Street	From	To
7	Grelle Ave	21 st St	22 nd St

SECTION 2 – SCOPE OF PROFESSIONAL SERVICES

Mountain Waterworks' professional services will generally be limited to the Tasks as outlined below. Mountain Waterworks will work closely with the City to collaborate with and streamline professional services to meet City priorities and objectives. All other tasks not defined to implement and complete the projects are assumed to be the responsibility of the City.

TASK 01: Project Management

Engineer will complete the following subtasks as defined below.

Task 01A: Project Management

- i. Set up project financial controls and reporting systems
- ii. Hold routine internal project planning meetings and develop and review risk register
- iii. Track staff resources and implement financial controls
- iv. Conduct monthly progress meetings
- v. Complete monthly City invoicing and deliver progress reports to include: project status, progress, schedule, and budget forecast
- vi. Communicate and coordinate with City subconsultants (if any) and internal City staff for survey and rock probes

Task 01B: Quality Assurance/Quality Control

- i. Complete internal reviews of project deliverables
- ii. Complete internal review of City deliverables, and facility design elements
- iii. Hold internal meetings for quality assurance and to refine subsequent quality control processes

TASK 02: Preliminary Siting and Routing

Engineer will complete the following subtasks as defined below.

Task 02: Preliminary Siting and Routing

- i. Hold one on-site meeting, job walk, or workshop with City
- ii. Review existing water system (LOID) design sets and field marked water main, gas, power, and communications routing
- iii. Collect and review available engineering reports and as-built water main documents
- iv. Collect site topographic information, as needed, for design

Assumptions:

- City to coordinate utility markouts prior to site walk
- City to provide survey control points, R/W identification, and rock probe data
- Detailed traffic detour routing plans by City

TASK 03: 90% Facility Design Services

Engineer will complete the following subtasks as defined below.

Task 03: Compiled Bid Documents

- i. Compile 90 percent review documents of plans, specifications, and bidding documents for City review and approval.

Documents will include:

- (a) Advertisement for Bids
- (b) Instructions to Bidder
- (c) Bid Schedule
- (d) City Standard Form of Agreement
- (e) City Supplementals
- (f) Bid, Performance, and Payment Bonds
- (g) State of Idaho State Revolving Loan Fund Supplementals
- (h) General Conditions of the Construction Contract
- (i) Supplementary Conditions
- (j) Technical Specifications

Assumptions:

- Project documents (construction and bidding) will be prepared using Idaho Standards for Public Works Construction and City supplementals
- Detailed traffic and detour planning by City

Deliverables:

- 90% percent design drawing package and specifications
- Draft Bid Form and Budgetary Opinion of Probable Construction Cost
- Revised Contract Documents within 30 days after receiving City review comments

TASK 04: Final Design Services

Engineer will complete the following subtasks as defined below.

Task 04: Bid Documents

- i. Complete 100% bid ready plans and specifications for City review and approval
- ii. Revise final bid set incorporating City comments

Assumptions:

- City will prepare required City and public notification documents for City bidding, selection, award, and contractor notice to proceed

Deliverables:

- Bid ready plan set and contract documents

TASK 05: Construction Phase Services

Engineer will complete the following subtasks as defined below.

Task 05A: Construction Management Services (CMS)

- i. Answer and respond to questions during the bidding period and issue Addenda as appropriate
- ii. Recommend award, if appropriate
- iii. Attend preconstruction conference
- iv. Review shop drawings
- v. Review contractor material and equipment submittals
- vi. Respond to RFIs and change order requests
- vii. Attend field visits at the request of City
- viii. Review and recommend for approval contractor pay applications

Task 05B: Resident Project Representative Services (RPR)

- i. Provide a Resident Project Representative (RPR) up to two days (16 hours total) to provide daily construction observation during critical phases of the construction contract and as requested by the City
- ii. Document record (as-built) field measurements during construction
- iii. Complete a daily construction log of events including: stored materials, construction progress, existing field conditions, field orders, and work change directives
- iv. Compile pictures on installed materials, contractor equipment, and water main installation
- v. Collaborate with and work in concert with City inspectors

Assumptions:

- Construction duration of 12 weeks
- RPR be on site 24 working days, 8 hours per day
- Assumed 192 hours (time and materials)

Deliverables:

- Copy of construction observation daily log
- Digital field log (pictures)
- Record (as-built) field notes

TASK 06: Post Construction Services

Engineer will complete the following subtasks as defined below.

Task 06: Project Closeout

- i. Prepare record drawings using information from contractor, City, and RPR
- ii. Assist the City with final walk through, punchlist, and project acceptance
- iii. Communicate the project completion to City
- iv. Communicate in writing to IDEQ that project was constructed in accordance with approved plans and specifications
- v. Close financial billing and accounting records in financial and record-keeping systems

Assumptions:

- Digital design and record (as-built) files will be provided in AutoCAD file format

Deliverables:

- Record Documents

TASK 07: Management Reserve

Engineer will complete the following subtasks as defined below.

Task 07: Management Reserve Fund

- i. The Management Reserve Fund establishes a pre-authorized budget for additional tasks that may be requested by the City's Authorized Representative and performed by Mountain Waterworks upon mutual agreement of scope, budget, and schedule.

SECTION 3 – PROJECT BILLING AND SCHEDULE

City shall pay Mountain Waterworks for the identified services in Section 2 as follows:

- For Design and Project Management Services a Lump Sum of: \$79,105.00
- For Bidding and Negotiation Assistance based on a Time and Materials Budget Estimate of: \$5,720.00
- For Construction Management Services a Lump Sum of: \$32,030.00
- For Post-Construction Services a Lump Sum of: \$2,660.00
- For Construction Observation Services a Time and Materials Budget Estimate of: \$37,200.00
- For Management Reserve a Time and Materials Budget Estimate of: \$15,000.00

Mountain WATERWORKS

For Time and Materials:

- i. For all City-approved services performed on the project, City shall pay Mountain Waterworks an amount equal to the cumulative hours charged to the Project by each class of personnel times Mountain Waterworks standard hourly rates (updated January 1 of each year).
- ii. The contract amount and scope of work for time and materials shall be considered not to exceed (NTE) amounts without further authorization from the City.
- iii. City shall pay Mountain Waterworks for Reimbursable Expenses times a multiplier of 1.1.

Mountain Waterworks may alter the distribution of compensation between individual tasks to be consistent with services actually rendered with City approval.

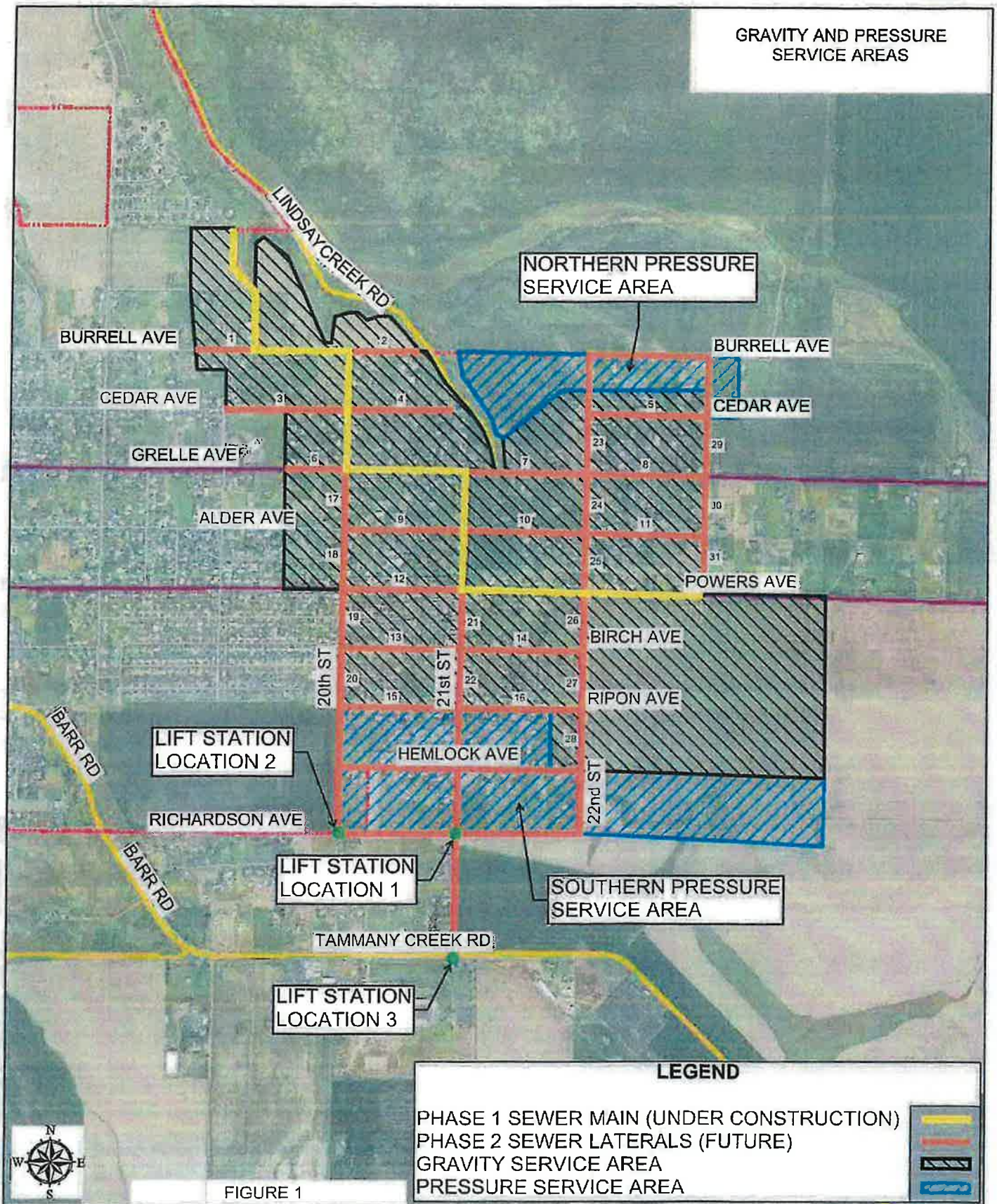
Services for the Task 02 are anticipated to be delivered within 30 days after receipt of City data, Task 03 services within 120 days of Task 02 site walk, and Task 04 services within 30 days of City comments on Task 03.



City of Lewiston PUBLIC WORKS DEPARTMENT



GRAVITY AND PRESSURE SERVICE AREAS





CITY OF LEWISTON
CITY HALL
1134 F STREET
PO BOX 617
LEWISTON, ID 83501

INVOICE
Customer Copy

CUSTOMER		INVOICE DATE		INVOICE NUMBER		AMOUNT PAID		DUE DATE		INVOICE TOTAL DUE					
URBAN RENEWAL AGENCY		08/01/2023		5941		\$0.00		08/01/2023		\$14,750.00					
DESCRIPTION		QUANTITY		PRICE		UOM		ORIGINAL BILL		ADJUSTED		PAID		AMOUNT DUE	
ADMINISTRATIVE FEES - 2ND HALF APR - SEP 2023		1		\$14,750.00		EACH		\$14,750.00		\$0.00		\$0.00		\$14,750.00	
									Invoice Total:		\$14,750.00				

URA ADMINISTRATIVE FEES

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

Promptly Send Payment To:



CITY OF LEWISTON
CITY HALL
1134 F STREET
PO BOX 617
LEWISTON, ID 83501

1957
URBAN RENEWAL AGENCY
PO BOX 617
LEWISTON, ID 83501

INVOICE

Remit Portion

Invoice Date	08/01/2023
Invoice Number	5941
Customer Number	1957
Amount Paid	\$0.00
Due Date	08/01/2023
Invoice Total Due	\$14,750.00
Payment Terms	Due Upon Receipt

Please write your Account Number on your check and
enclose this portion of the bill with your payment.
Make checks payable to: City of Lewiston ID



CITY OF LEWISTON
CITY HALL
1134 F STREET
PO BOX 617
LEWISTON, ID 83501

INVOICE
Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
URBAN RENEWAL AGENCY	08/01/2023	5941	\$0.00	08/01/2023	\$14,750.00		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
ADMINISTRATIVE FEES - 2ND HALF APR - SEP 2023	1	\$14,750.00	EACH	\$14,750.00	\$0.00	\$0.00	\$14,750.00
Invoice Total:					\$14,750.00		

URA ADMINISTRATIVE FEES

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

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URA BUDGET FY23

Proposed amendments

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	410,000	620,000	460,000	100,000
Interest	2,616	2,642	4,352	331
City of Lewiston	-	-	-	-
Total Revenues	\$ 412,616	\$ 622,642	\$ 464,352	\$ 100,331
EXPENSES				
Project Costs	\$ 206,915.00 ⁽²⁾	\$ 55,000	\$ 100,000	\$ -
Bond Costs	-	-	-	-
Interest	-	54,366	-	-
Principle	-	294,584	-	-
Professional Services ⁽¹⁾	15,000	-	15,000	15,000
Publications/misc	500	-	500	500
Total Expenses	\$ 222,415	\$ 403,950	\$ 115,500	\$ 15,500
Subtotal: Revenues Less Expenses	\$ 190,201	\$ 218,692	\$ 348,852	\$ 84,831
FUND BALANCE BEGINNING OF YEAR	\$ 362,849	\$ 1,089,691	\$ 388,014	\$ -
PLUS TOTAL REVENUES	412,616	622,642	464,352	100,331
LESS TOTAL EXPENSES	222,415	403,950	115,500	15,500
FUND BALANCE END OF YEAR	\$ 553,050	\$ 1,308,383	\$ 736,867	\$ 84,831
Debt Service Reserve		\$ 628,519		
Projected Available Fund Balance	\$ 553,050	\$ 679,864	\$ 736,867	\$ 84,831

(1) Audit, Insurance, Legal, RAI Dues, Director Services, Bond Trustee

(2) Final reimbursement to City for Hwy 12/21st reconstruction

July 20, 2023

URA BUDGET FY24

Adopted:

	AREA 4 MEM	AREA 5 EOS	AREA 6 BRYDEN	AREA 7 DOWNTOWN
REVENUES				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Tax Receipts	410,000	620,000	460,000	100,000
Interest	2,500	2,500	4,000	500
City of Lewiston	-	-	-	-
Total Revenues	\$ 412,500	\$ 622,500	\$ 464,000	\$ 100,500
EXPENSES				
Project Costs		\$ 125,000	\$ 600,000	\$ -
Bond Costs	-	-	-	-
Interest	-	54,366	-	-
Principle	-	94,584	-	-
Professional Services ⁽¹⁾	11,000	11,000	11,000	11,000
Publications/misc	200	200	200	200
Total Expenses	\$ 11,200	\$ 285,150	\$ 611,200	\$ 11,200
Subtotal: Revenues Less Expenses	\$ 401,300	\$ 337,350	\$ (147,200)	\$ 89,300
FUND BALANCE BEGINNING OF YEAR	\$ 553,050	\$ 1,308,383	\$ 736,867	\$ 84,831
PLUS TOTAL REVENUES	412,500	622,500	464,000	100,500
LESS TOTAL EXPENSES	11,200	285,150	611,200	11,200
FUND BALANCE END OF YEAR	\$ 954,350	\$ 1,645,733	\$ 589,667	\$ 174,131
Debt Service Reserve		\$ 628,519		
Projected Available Fund Balance	\$ 954,350	\$ 1,017,214	\$ 589,667	\$ 174,131

(1) Audit, Insurance, Legal, RAI Dues, Director Services, Bond Trustee

July 20, 2023