

TASK ORDER NO. 10567

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

CITY OF MERIDIAN (OWNER) AND JUB ENGINEERS, INC. (ENGINEER)

This Task Order is made this ____ day of March 2022 and entered into by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as “City”, and accepted by JUB ENGINEERS, INC., hereinafter referred to as “Engineer” pursuant to the mutual promises, covenant and conditions contained in the Master Agreement (category 2c) between the above-mentioned parties dated October 1, 2019. The Project Name for this Task Order is as follows:

WATER AND SEWER REPLACEMENT – E IDAHO AVE. NE 3RD TO 6TH ST

PROJECT UNDERSTANDING-SUMMARY

The CITY plans to implement water and sewer improvements in East Idaho Avenue between Meridian Road and NE 6th Street. This project conforms to the CITY’s overall objective of decommissioning existing alley sewers in the downtown area. Overall, this project will construct approximately 2,800 lineal feet of 8-inch collection sewer and 1,500 lineal feet of 8-inch water main. Potentially some 2,400 lineal feet of alleyway sewer could be abandoned. This project may potentially involve 66 sewer service reroutes to new or existing sewers. Overall project goals for the water and sewer improvements include the following and are generally identified on the Project Overview Map.

- Preliminary Cost of Service Evaluation (Sewer): The initial phase of the project will evaluate costs and feasibility of turning services on building fronting E. Idaho Avenue between Meridian Road and NE 2nd Street in comparison with rehabilitating the existing alley sewer in-place. New sewer was constructed in E. Idaho Avenue between Meridian Road and Main Street to serve development on the south side of E. Idaho Avenue. This area is heavily urbanized and costs for rerouting services will likely be high.
- E. Idaho Ave. between Meridian Rd. and Main St. (Sewer): Depending on the findings of the above, sewer services on the north side of E. Idaho will be rerouted to the existing sewer in E. Idaho Avenue. Buildings fronting the southwest corner of Main Street and East Idaho will also be served.

- Main Street between Pine Avenue and Broadway Avenue (Sewer): New collection sewer in Main Street will likely be required to serve properties that front Main Street, north and south of E. Idaho Avenue.
- E. Idaho Ave. between Main Street and NE 6th Street (Sewer): Extend new collection sewer from Main Street to NE 6th Street and reroute services on homes fronting East Idaho Street.
- NE 5th Street between Pine and Broadway (Sewer): Services will be connected to the existing sewer main in NE 5th Street south of Pine Avenue. These include (823 NE 5th, 830 NE 5th, 438 E Idaho, and 506 E Idaho). Extend new collection sewer south of E. Idaho Ave. to pick up properties on NE 5th Street (731, 720, 714, 704).
- E. Idaho between NE 2nd and NE 3rd (Water): Pothole the water main to verify the pipe size near the NE 2nd intersection and on both sides of the abandoned water main. If the pipe is 6-inch or smaller and/or cast iron, water main will be replaced with 8-inch main and new services and meters will be added.
- E. Idaho between NE 3rd and NE 6th (Water): Extend new 8-inch water main to NE 6th Street along with services and meters and make interconnections at each intersection.

The CITY's goal is to design these improvements in FY22-23.

SCOPE OF WORK

Task 1 – Project Administration

- 1. Kickoff Meeting:** Attend a kick-off meeting with the CITY for the purpose of discussing the project approach, obtaining available information, landowner coordination and determining project schedule.
- 2. Progress Meetings:** Attend regular progress meetings during the design phase with the CITY as needed throughout the project to discuss project status, provide budget status summaries, present deliverables, and receive direction from the CITY. It is assumed that four (4) such meetings will be required at the various project deliverable stages.
- 3. Project Administration and Tracking.** Monitor team progress, action item lists, task deadlines, items needed from CITY; provide documentation, subconsultant administration, and monthly updates to project team and CITY as needed.

Task 2 – Feasibility Review (Sewer Service Meridian Rd to NE 2nd St)

- 1. Feasibility Review:** J-U-B will preliminarily evaluate the feasibility of turning services to East Idaho Avenue between Meridian Road and NE 2nd Street. This will involve field review of the approximately 24 services in these two blocks and potentially meeting with the landowners. The preliminary evaluation will be based on available aerial imagery, site reconnaissance, and review of record information. Preliminary estimates of cost will be prepared for major work elements and compared with costs to rehabilitate the existing alley sewers. A

summary memo will describe the evaluation findings, challenges, concept costs and compare relative benefits and disadvantages with rehabilitating the existing sewer in-place. A meeting with the CITY will be held to discuss CITY's review comments and determine which alternative to move forward into the design phase.

Deliverables

- Alternatives exhibit map and summary narrative with conceptual cost estimates.

Task 3 – Topographic Survey and Base Mapping

- 1. Survey and Base Mapping:** J-U-B shall complete a topographic survey along the proposed project limits as defined below. At this time, it is not known if the existing sewer between Meridian Road and NE 2nd Street will remain in-service or if it will be abandoned. Survey and base mapping is provided under Task 7 in the area between Meridian Road and Main Street.
 - A. Research and Utility Request:** Research available land monuments, plats, records of survey, and rights-of-way on the project sites. J-U-B shall contact utility companies prior to survey via Dig-line to request available utility mapping. Utilities will be shown to the extent they are visible in the field or located by the utility or Owner.
 - B. Survey Control** Establish survey control along the alignment using: horizontal coordinate system, NAD 1983 translated to the Ada County G.I.S. system, and vertical control based on NAVD 1988. Land monuments will be located and shown where found from visual observations during the field survey. Temporary construction benchmarks (T.B.M.'s) will be established on each block of the site.
 - C. Topographic Survey:** Complete topographic survey along the project limits. The level of detail for the topographic survey will be commensurate with open trench replacement to locate visual physical features, such as fences, utility poles, surfacing, utilities to the extent that they are found or field located by the utility companies, edge of pavement, face of curb, sidewalks, signal poles, signs, mail boxes, water meter boxes, water valves, large trees, and include monuments of record and physical survey of monuments and property pins that are found. Width of survey will extend from ROW to ROW on: 1) E. Idaho Avenue from NE 3rd Street to NE 6th Street; 2) Main Street approximately 200 feet north and south of E. Idaho Avenue; and 3) NE 2nd Street approximately 200 feet south of E. Idaho Avenue. Home or building sill elevations fronting the new collection sewers will be established and referenced in the sewer and service line design. Building cleanouts as visible in the field will be located. The presence of basements will be visually determined while this work is being completed.

D. Base Mapping: Prepare topographic mapping in Civil 3D 2021 at a 1" = 20' scale, 11"x17". Topographic features will be depicted using standard symbols. Topographic features will be shown on the design plans. Locations (X & Y coordinates) and elevations of local TBMs will be shown. Street ROW will be shown based on the CITY's G.I.S. mapping. Water system and water service will be shown based on CITY's G.I.S. mapping and as marked by the CITY in the field. Storm drainage systems will be referenced based on ACHD's available G.I.S. information and field survey of visible storm drainage facilities. Roadway will be cross-sectioned at 50' to 100' intervals, on centerline, edge of pavement, gutter, top of curb and natural ground near ROW. Property addresses and ownership will be shown from available GIS information adjacent to the project corridor.

Task 4 – Preliminary and Final Design Services

At this time, it is not known if the existing alleyway sewer between Meridian Road and NE 2nd Street will remain in-service or if it will be abandoned. This task provides preliminary and final design for the new collection sewer from Main Street to NE 6th Street, segments on Main Street, NE 2nd Street, and NE 5th Street as described in the project understanding. Additional services Task 7 provides design services for service connection to the existing sewer between Meridian Road and Main Street.

1. 30% Preliminary Design:

A. Review Existing Data, Information: J-U-B shall review CCTV inspection video on the existing alley sewers adjacent to East Idaho Avenue. The review shall be used to determine approximate location of existing services connections at the main. In addition, major structural deficiencies in the existing sewer will also be logged for possible incorporation into the project to maintain the viability of the existing sewers until abandonment can occur. A review log will be prepared summarizing the CCTV and the approximate locations of the service connections will be shown on the base mapping.

B. Preliminary Design of Sewer Alignment: J-U-B shall complete preliminary design of the vertical and horizontal alignments of the collection sewer. The preliminary design profile shall include an allowance for service rerouting and known basements containing water services. The properties of apparent controlling service lines will be identified based on length of service line, depth of service connection at existing sewer, and presence of basement with sewer services. Horizontal alignment shall consider ACHD and City corridor compliance, sanitary separation and constructability.

C. Preliminary Sewer Plan/Profile: A preliminary review roll-plot shall be prepared showing base mapping, approximate location of existing service connections on existing mains, preliminary determination of grade controlling services, approximate service line location from sewer main to street ROW, vertical profile, known utilities, horizontal alignment showing new manhole locations, etc.

- D. Water Main Investigation:** Coordinate with and retain the services of a private utility locating contractor to pothole the existing water main on E. Idaho Avenue between NE 2nd Street and NE 3rd Street. This investigation work will determine the size and pipe material type of the existing water main. Two pothole locations are anticipated using a vacuum excavator. CITY personnel will be onsite during the locating work to field measure approximate location, depth and identify water main type and size.
- E. Preliminary Water Main Alignment:** Evaluate the E. Idaho Avenue corridor from NE 2nd Street to NE 6th Street to sanitary clearances, constructability, maintaining water service along with other design considerations. The water main alignment will be shown on the preliminary sewer plan and profile roll plot sheet.
- F.** J-U-B will meet with the CITY to review the preliminary plan and profile and gather CITY input on the preliminary design. Additional or missing information on subject properties or services shall be identified for final design at the review meetings. Review meetings are accounted for under Task 1.

2. 75% Complete Design Package:

- A. Final Design:** J-U-B shall revise the conceptual alignment and profile based on the CITY's review comments and complete 75% final design of the selected sewer alignment and water main extension. Design shall include locating the landowner's preferred location of the sewer service connection at the street ROW. Design of the collection sewer profile will be based on an assumed service line routing on the private property; however, only the sewer service line from the collection sewer to street ROW will be designed and shown on the plans. Design shall incorporate utility corridor compliance, service connections, manhole connections or replacement, utility separations, utility conflicts, sewer abandonment where applicable, constructability, construction access, excavation depths, minimization of pavement repair and impacts to traffic and adjoining properties. Sewer abandonment plans shall be prepared on an overall plan sheet. Water main design shall include new water services from the main to the existing water boxes, main connection details, valving, thrust restraints and related details. Pavement section shall be based on ACHD's standards for local roads. Known utility or non-potable water crossing will be indicated on the plans. Prepare a draft water valve closure plan in coordination with Water Department staff.
- B. Construction Plans:** Plan and profile sheets will be prepared showing proposed sewer, sewer service connections, surface repair, manhole replacements or connections, existing sewer connections, water improvements, surface repair and other pertinent details. Plans will be 11"x17" with a 1" =20' or similar scale. Details will utilize CITY and ISPWC standard drawings as applicable.

- C. ESC Plan:** J-U-B will prepare an ESC plan per the CITY ESC plan requirements and standards for initial review by the CITY's Environmental Division. The CITY's ESC requirements will be incorporated into the technical specifications.
- D. Traffic Control Performance Plan:** J-U-B will prepare an overall traffic control plan with typical intersection crossing plan. The intent is for the Contractor to reference the performance requirements shown on the plan and modify as required for the construction sequencing, phasing and to secure agency (ACHD and CITY) approvals.
- E. Water Main Closure Plan:** An overall water shutoff plan will be prepared with water department staff input.
- F. Technical Specifications:** Prepare revisions to the most current versions of the standard specifications (2020 ISPWC and Meridian's Supplemental Specifications and Standard Drawings) for the project. Special provisions shall be developed for specialty work items in conformance with ISPWC formatting.
- G.** An opinion of probable construction cost and preliminary bid schedule will be prepared.
- H.** A senior engineer will perform a QC of the plans and technical specifications.
J-U-B will submit the 75% review package to the CITY for review and comment. One (1) set of plans will be submitted to the utility companies for informational purposes. J-U-B will meet with the CITY to review submittal package and receive comments and direction from Public Works staff on the project.

3. 90% Complete Design Package (Agency Review):

- A. Final Design:** J-U-B shall revise the alignment, profile and details based on the CITY's 75% review comments as applicable. Complete final design of the collection sewer and water main extension by addressing pertinent issues with the alignment, profiles, service line stub-out locations or depths, ACHD/CITY corridor compliance, constructability, surface disturbance, sanitary separations, utility conflicts, excavation depths, and other pertinent design issues. Finalize the sewer abandonment plans. Pavement section shall be based on ACHD's standards for local roads. Known utility or non-potable water crossing will be indicated on the plans.
- B. Construction Plans:** Plan and profile sheets will be prepared showing proposed sewer, sewer service connections, surface repair, manhole replacements or connections, existing sewer connections, surface repair and other pertinent details. Plans will be 11"x17" with a 1" =20' or similar scale. Details will utilize CITY and ISPWC standard drawings as applicable.

- C. **ESC:** Revise the 75% ESC plans per CITY's comments and incorporate final plan modifications. The City Environmental Division will approve the plan.
- D. **Traffic Control Performance Plan:** Revise the 75% review TCP per CITY comments and finalize plan design. Prepare technical specifications for
- E. **Water Main Closure Plan:** An overall water shutoff plan will be prepared with water department staff input.
- F. **Technical Specifications:** Prepare revisions to the most current versions of the standard specifications (2020 ISPWC and Meridian's Supplemental Specifications and Standard Drawings) for the project. Special provisions shall be developed for specialty work items in conformance with ISPWC formatting.
- G. An opinion of probable construction cost and preliminary bid schedule will be prepared.
- H. A senior engineer will perform a QC of the plans and technical specifications.
- I. J-U-B will submit the 90% review package to the CITY and the agencies (Task 5) for review and comment. The CITY will provide full review can comments from the Community Development Divisions as appropriate. One (1) set of ESC plans will be submitted to CITY's Environmental Division. One (1) set of plans will be submitted to the utility companies for informational purposes. J-U-B will meet with the CITY to review submittal package and receive comments and direction from Public Works staff on the project.

4. 100% Final Design and Project Manual Package (QLPE Review, Bid Ready):

- A. J-U-B will incorporate CITY and agency review comments (as applicable) and revise the Construction Plans, Technical Specifications, and ESC.
- B. Update opinion of probable construction cost and preliminary bid schedule.
- C. J-U-B will submit electronic copies of the 100% (Bid Ready) submittal package for CITY QLPE review and approval. If revisions are necessary, J-U-B will incorporate and resubmit submittal the package.

Deliverables

- 30% Complete Preliminary Sewer and Water Plan/Profile Roll-plot, (2) copies at scale TBD.
- Four (4) copies of 75% review package, plans, specifications, cost estimate.
- Electronic pdf copies of the Final (100% QLPE, Bid Ready) Plans and Technical Specifications, and final opinion of probable construction cost. Hard copies if required will be provided by the CITY.
- Four (4) copies of 90% review package, plans, specifications, opinion of probable construction cost estimate.

- Technical specifications in word format for CITY review and editing.

Task 5 – Landowner and Business Coordination

The budget for this task assumes a level of effort (labor hours) to provide the services outlined below. The number of meetings, coordination time, landowner contacts and involvement is unpredictable and will vary. The anticipated level of effort is shown on Attachment A for the budget shown. Additional budget may be required if an increase in the landowner outreach or coordination effort is needed.

1. Public Outreach:

- A.** J-U-B, with CITY input, shall design and prepare a project flyer with agreed upon messaging which will be distributed to all residents, businesses, and impacted properties, before the service line coordination meetings. The flyer will have J-U-B and CITY contact information that interested parties can call for additional information. A J-U-B public involvement professional will serve as the primary point-of-contact, available at all-time to answer questions and address stakeholder concerns.
- B. Meetings:** Additional stakeholders' outreach will occur with impacted businesses, neighborhood/home-owner associations; emergency services; and development/property owners. Follow up meetings or correspondence may be required for some landowners and businesses throughout all project phases. J-U-B public involvement professional shall conduct site meeting or follow up telephone calls with those residents or businesses responding to the project flyer distributed prior to the design phase. Meetings notes shall be prepared summarizing discussions and copied to the CITY PM.
- C.** Prior to construction, an additional project flyer is suggested to be distributed and will be provided under subsequent additional services task order.

2. Services Coordination and Routing: J-U-B shall assist the CITY with landowner coordination on the project during the design phase which will include the following:

- A. Right of Entry Letter:** J-U-B will create a right of entry form and project vicinity map for CITY review and approval. The form will have J-U-B and City contact information that interested parties can call for additional information along with the anticipated timeline to complete the work. All landowner mailings will be sent by the CITY.
- B. Landowner Meetings for Service Line Routing and Water Meter Replacements:** J-U-B will visit each property and meet with each landowner (approximately 66) to determine approximately where the existing sewer service exits the building, preferred routing of the new sewer service line and determination if basements are present. In addition, J-U-B will coordinate with

affected landowners on the new water meter replacements. J-U-B, in conjunction with the landowner and CITY staff, will develop a preferred corridor for the new sewer service line. Sewer service depth at the existing structures shall be estimated from existing mainline invert elevations at the observed service connections from the CITY's CCTV and assumed grade to the structure. Approximate ground elevation at the building's connection point will be estimated from the sill elevation established in Task 3. Photo images will be used to document each corridor, building service connection location, and physical features. A topographic survey shall not be provided, nor is an exhaustive investigation on features such as underground utilities, landscaping sprinkler systems, etc. included in this scope of work. A map sheet shall be prepared for each service line showing approximate connection location, routing, topographic survey within street ROW, parcel boundary and approximate home footprint taken from Ada County GIS aerial photogrammetry, property images of service line routing, and other pertinent information. Accompanying the map sheet will be service line corridor images edited to identify the preferred corridor and point of connection at the building. The map sheet and corridor images for each service line routing shall be placed in an Appendix with the Technical Specifications.

Scope of the meetings and service line re-routing will vary for each parcel. The anticipated level of effort is shown on Attachment A.

Deliverables

- Project design and pre-construction informational flyers and a tracking log summarizing comments received and meeting notes.
- Right-of-entry form
- A project tracking log will be kept to summarize discussions and feedback.
- Service line map sheet and corridor images for each service line in electronic pdf format for inclusion with the Technical Specifications for the deliverables in Task 4.

Task 6 – Agency Coordination and Permitting

1. ACHD Coordination and Permitting

A. Coordinate alignments with the Ada County Highway District (ACHD) to establish acceptable corridor and surface repair on East Idaho Avenue and the affected cross streets.

B. Submit 90% Plans to ACHD for review and approval.

2. Irrigation/Drainage Water Users or District Review and Coordination

A. J-U-B will research the project corridor for irrigation and drainage facilities where the proposed improvements may cross or impact. J-U-B will review available records and make inquires on ownership of such water users or sub-irrigation

districts and advise the CITY if permitting or additional coordination is required. An adjustment to the task budget may be required if formal permitting or licensing process is determined.

Task 7 – Additional Services

The following services will only be initiated if specifically authorized by the CITY.

- 1. Sewer Service Rerouting (Meridian Road to NE 2nd Street) Survey and Design**
If the CITY elects to abandon existing alleyway sewers between Meridian Road and NE 2nd Street, as determined in Task 2, J-U-B will complete the following additional services:

- A.** J-U-B shall complete topographic survey and base mapping on East Idaho Avenue between Meridian Road and Main Street. Scope of the service will be defined in Task 3.
- B.** Preliminary and final design of sewer service connections will be completed in accordance with Task 4, between Meridian Road and NE 2nd Street.
- C.** Services coordination and routing will be completed for landowners on the approximately 24 services along these two blocks of sewer in accordance with the services outlined in Task 5.

- 2. Water Main Design (NE 2nd Street) Survey and Design**

If the water main investigation (Task 4.1.D) determines that this existing main is not suitable in size or material, J-U-B will complete the following additional services:

- A.** J-U-B shall complete preliminary and final design of the new water main, water services and meter replacements between NE 2nd Street and NE 3rd Street in accordance with the scope outlined in Task 4.

ASSUMPTIONS

While preparing our scope of services and fee schedule, we have made the following assumptions:

1. City will provide Consultant with the following:

- a) Record drawings of the existing sewer in East Idaho Avenue, Pine Avenue, Split-Corridor water and sewer project, and other available development projects in the area.
- b) Information on sewers within the alleys in the project areas including CCTV inspection video of existing alley sewers, Pine Avenue sewer, E. Idaho Sewer in the project area. Additional CCTV may be required and provided by the CITY depending on date and quality of existing CCTV.
- c) GIS shape files or CAD drawings of existing utilities along the project corridor.

- d) Provide approximate burial depth measurement for existing water mains in the project area.

2. The City will:

- a) Provide on-going review of J-U-B's work and timely consideration of policy issues with a time acceptable to the CITY and J-U-B.
- b) Pay for all permits and fees needed for the project that are not provided by the General Contractor (GC).
- c) Provide project manager to serve as a liaison with other City departments to facilitate the project reviews and approval process.
- d) Provide a liaison with the Engineer for business and residential outreach. Assist the Engineer with landowner coordination for the placement of new sewer service stub-outs, and general project coordination. The CITY will provide all mailing costs to the landowners.
- e) Provide water department staff to be present during potholing activities to field measure existing water mains and establish size and material types.

3. Project Assumptions:

- a) Topographic survey on private property or detailed design of each property's service line on private property is not provided. The GC will be responsible for the actual final design and coordination of each service line with the landowners.
- b) Available record drawing data or CCTV data will be used to research existing services lines and any stub-outs constructed as part of the Pine Avenue project or the E. Idaho development project between Meridian Road and Main Street.
- c) Exact locations of utilities are not known and may affect the alignment during construction.
- d) A draft traffic control plan (TCP) will be prepared for the project. The GC shall review and amend the TCP per project specific construction sequences and submit to ACHD for approval.
- e) The disturbed area is greater than one (1) acre in size and will require a project specific SWPPP. These scopes of services provide an ESC plan which can be referenced by the GC who will prepare and execute the SWPPP.
- f) Full width street restoration is not included in the design.
- g) Existing sewer manholes will be abandoned in-place and include abandonment of mainline where accessible from the existing manhole. Existing service connections on existing sewer mains will not be abandoned, only at the re-routing point of connection where the sewer service exits the building.
- h) Exact locations of utilities are not known and may affect the alignment during construction. No potholing is provided to confirm utility locations, including the exact elevation of the service line leaving the building.

- i) Right-of-way (ROW) and parcel information will be referenced from the Ada County GIS base mapping. Refer to Task 2 for assumptions regarding scope of services on the project research and topographical survey.
- j) J-U-B will utilize ACHD's standard street section for the trench repair.
- k) No work in Meridian Road is anticipated with this project. Service to 816 N. Meridian Road may require service to Meridian Road depending on the results of Task 2. If service to Meridian is required, an addendum to these services will be required.
- l) Water meter sizing will be provided by the CITY. New water service lines will be run from the new water main to the existing meter box. No relocation or replacement of meter boxes is anticipated. New water meters will be provided by the CITY for installation by the Contractor. No water service lines will be routed from the new meter to the home or building.

TIME OF COMPLETION and COMPENSATION SCHEDULE

Tentatively, construction is targeted in winter 2022-23.

COMPENSATION AND COMPLETION SCHEDULE			
Task	Description	Estimated Completion Date	Compensation
1	Project Meetings & Administration	On-going throughout other tasks.	\$7,564
2	Feasibility Review	Completed within 60 calendar days of the NTP	\$9,641
3 & 4	Topographic Survey Update & Final Design Services	Completed within 150 calendar days as dependent on landowner coordination and agency approvals.	\$133,479
5	Public Outreach and Landowner Services Coordination	On-going as required.	\$47,822
6	Agency Coordination & Permitting	On-going as required.	\$7,142
7	Additional Services (Project Meetings & Administration)	On-going as required.	\$19,867
			TASK ORDER TOTAL: \$225,515.00

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 10567 is two hundred twenty-five thousand five hundred fifteen dollars (\$225,515.00). No compensation will be paid over the Not-to-Exceed amount without prior written approval by the City in the form of a Change Order. No travel or expenses will be reimbursed through this agreement. All costs must be incorporated in the individual tasks within the Compensation and Completion Schedule above.

CITY OF MERIDIAN

JUB ENGINEERS, INC.

BY: _____
KEITH WATTS, Procurement Manager

Dated: _____

BY: 
Lisa Bachman, Area Manager

Dated: 03/28/22

City Project Manager:
Vicki Ly

Project Overview



Possible new water main, services, and meters

TBD

TBD

