



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: Stormwater Management Study

CLIENT: City of Sandpoint

J-U-B PROJECT NUMBER: RP-26-XXX

CLIENT PROJECT NUMBER: Click or tap here to enter text.

ATTACHMENT TO:

AGREEMENT DATED: Click or tap to enter a date.; **or**

AUTHORIZATION FOR CONTRACT AMENDMENT #X; DATED: Click or tap to enter a date.

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The City is preparing to meet EPA Phase II Stormwater requirements for MS4 by 2030. J-U-B will assist the City by performing a Stormwater Management Study. This study will build on the findings and recommendations from the previously developed Stormwater Facilities Plan Report drafted in February of 2016. The goals of the study, as understood by J-U-B, include the following:

1. Updating the current Stormwater Collection System Model
 - a. Working with City staff to identify any gaps in the system
2. Reviewing and updating the City's Stormwater Management Ordinance
3. Developing an implementation plan to meet EPA Phase II Stormwater Requirements by 2030
4. Helping the City to estimate a Stormwater planning budget for FY27

This study is the first phase of the City's stormwater needs. It is understood that additional phases may include the following:

- Assisting the City with a plan for implementing a Stormwater Utility
- Development of a City Stormwater Management Plan
- Implementation of the Stormwater Utility
- Generating a 5-year Stormwater Capital Improvement Plan
- Help the City understand funding gaps and identify additional funding sources

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 001: Project Management

J-U-B will provide comprehensive project management services to ensure coordinated execution, effective communication, and timely delivery of the Stormwater Management Study. Activities will include the following:

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Coordinate quality assurance / quality control (QA/QC) processes.
4. Communicate and coordinate J-U-B team activities.
5. Communicate and coordinate subconsultant activities under J-U-B.
6. Regularly monitor project status, budget and schedule.
7. Regular communication and coordination with client to keep project progressing in a timely manner.
8. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
9. Provide a monthly invoice including budget status.
10. Provide ongoing document handling and filing.

B. Task 002: Update Stormwater Collection System Model

- 1.] For this task, J-U-B will update the City's stormwater collection system model to reflect current system conditions, growth considerations, and updated hydrologic assumptions. Activities will include the following:
 - a. Analyze the existing stormwater collection system using available GIS data, as-built drawings, and field information.
 - b. Evaluate the general capacity of the collection system under baseline and selected design storm events consistent with City standards and EPA MS4 guidance.
 - c. Work with City staff to identify gaps or areas of known concern in the existing system, including choke points, undersized conveyance, or areas with reported flooding or standing water.
 - d. Field Exploration to supplements survey and GIS data of pipes, manholes, inlets, flowlines, and other structures where needed to improve model accuracy.
 - e. Update hydrologic parameters (curve numbers, drainage basin delineations, impervious surfaces, etc.) based on the latest available information.
 - f. Re-run and update the model using the latest version of the modeling software agreed upon with the City.
 - g. Prepare a summary of findings that identifies system deficiencies, areas of limited capacity, potential improvements, and recommendations for future capital planning.
 - h. Assumptions:
 - i.] CLIENT will provide available GIS databases, as-built plans, and any known field observations.
 - ii.] No new topographic survey beyond spot confirmation will be required. If significant survey efforts are needed, this will be completed under a supplemental agreement.
 - iii.] The modeling effort will build on, not fully replace, the existing City model.
 - iv.] Design storms will be consistent with current City standards unless otherwise directed.
 - i.] Deliverables:
 - i.] Updated stormwater model files
 - ii.] Basin and system capacity summary
 - iii.] Technical memorandum outlining methods, assumptions, findings, and recommended next steps
 - iv.] GIS layers updated or added as part of the modeling effort

C. Task 003: Review and Update the City's Stormwater Management Ordinance

1. For this task, J-U-B will assist the City in modernizing its Stormwater Management Ordinance to reflect current best practices, EPA Phase II requirements, and the City's growth expectations. Activities will include the following:
 - a. Review the existing Stormwater Management Ordinance in detail.

- b. Compare ordinance content to current EPA Phase II MS4 requirements, Idaho regulatory expectations, and general best practices for Western U.S. municipal stormwater programs.
- c. Work with City staff to identify goals of the ordinance update, including alignment with long-term planning, development review processes, and maintenance responsibilities.
- d. Update language to support City goals, provide clarity to developers, and align with forthcoming implementation planning for MS4 compliance.
- e. Provide draft revisions to the ordinance in redline and clean formats.
- f. Facilitate one review meeting with City staff to discuss revisions and incorporate feedback.
- g. Prepare a final updated ordinance ready for consideration by City leadership.
- h. Assumptions:
 - i. Ordinance update includes general policy and regulatory content, not a full rewrite of associated technical standards unless requested separately.
 - ii. One consolidated review cycle is included.
- i. Deliverables:
 - i. Redline version of the ordinance
 - ii. Clean revised ordinance

D. Task 004: Develop an implementation plan to meet EPA Phase II Stormwater Requirements by 2030

1. For this task, J-U-B will develop a practical and achievable plan for the City to meet EPA Phase II MS4 requirements by 2030. Activities will include the following:
 - a. Develop a plan with programmatic actions for the six (6) Minimum Control Measures (MCMs) defined by the EPA Phase II Stormwater rules.
 - b. Define measurable goals that align with MS4 permit expectations.
 - c. Identify budget needs necessary to support implementation.
 - d. Establish a timeline for meeting NPDES permit application requirements, including internal milestones and external submittal deadlines.
 - e. Prepare a structured plan that will serve as a roadmap through 2030 and support the City's upcoming stormwater utility and capital planning efforts.
 - f. Assumptions:
 - i. Implementation plan will be based on current EPA guidance and anticipated state oversight requirements.
 - ii. CLIENT will identify internal staff roles for future program components.
 - g. Deliverables:
 - i. Implementation Plan document
 - ii. MS4 Minimum Control Measure matrix with measurable goals
 - iii. Implementation schedule with milestone tracking

E. Task 005: Estimate a Stormwater planning budget for FY27

1. For this task, J-U-B will help the City estimate needs for FY2027 stormwater-related planning and program development. Activities will include the following:
 - a. Help the City establish priorities for FY2027, considering short-term needs, compliance requirements, and identified system gaps.
 - b. Assist with defining anticipated costs for planning and initial implementation of MS4 programming.
 - c. Provide order-of-magnitude estimates for improvements identified in the collection system model as applicable.
 - d. Develop a budget summary that aligns with the City's fiscal processes and capital improvement planning practices.

- e. Assumptions:
 - i. Budget categories will be limited to planning, program development, and early-stage implementation efforts.
 - ii. No detailed engineering cost opinions will be developed unless requested separately. If requested, these will be developed under a supplemental agreement.
- f. Deliverables:
 - i. FY27 Planning Budget Summary

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
 1. Provide available record drawings, GIS data, or design information for the existing stormwater collection system.
 2. Provide historical knowledge on issue areas or gaps withing the existing system.
 3. Provide available hydraulic analysis or flow information.
 4. Review draft and final deliverables and provide review comments.
 5. Present findings to the City Council and Public.
- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
 1. Supplemental topographic survey of stormwater facilities
 2. Assisting the City with a plan for implementing a Stormwater Utility
 3. Development of a City Stormwater Management Plan
 4. Implementation of the Stormwater Utility
 5. Generating a 5-year Stormwater Capital Improvement Plan with engineering cost opinions
 6. Help the City understand funding gaps and identify additional funding sources

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
 1. For Time and Materials fees:
 - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
 2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. **Period of Services**
 1. If the planned period of service for the Tasks identified above extend more than one year, J-U-B's billing rates and/or fees for remaining Tasks may be increased to account for direct labor cost, rate table adjustments, or other inflationary increases. If that occurs, an adjustment to the billing rates and/or Fee will be computed based on remaining scope amount times the specific rate increase.
 2. If the period of service for the Tasks identified above is extended beyond 6 months or if the Project has stop/start iterations, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments, extended duration of project management and administrative services, and/or costs related to stop/start cycles including necessary monitoring and communication efforts during inactive periods.
- C. CLIENT acknowledges that J-U-B's schedule commitments outlined in Part 4 are subject to the standard of care and J-U-B will not be responsible for delays beyond our direct control.

D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
001	Project Management	Time and Materials (Estimated Amount Shown)	\$16,200	Concurrent with Work Progress
002	Update Stormwater Collection System Model	Time and Materials (Estimated Amount Shown)	\$38,900	To begin within 3 weeks after contract is executed, and notice to proceed and all required data is received
003	Review and Update the City's Stormwater Management Ordinance	Time and Materials (Estimated Amount Shown)	\$9,200	Concurrent with Work Progress
004	Develop an implementation plan to meet EPA Phase II Stormwater Requirements by 2030	Time and Materials (Estimated Amount Shown)	\$10,100	To begin after pertinent info from Task 002 is developed
005	Estimate a Stormwater planning budget for FY27	Time and Materials (Estimated Amount Shown)	5,000	Concurrent with Work Progress
Total:			\$79,400	

PART 5 - CERTIFICATIONS AND DELIVERABLES

- A. *Certification Concerning Boycott's: Pursuant to Idaho Code section 67-2346, J-U-B certifies that it is not currently engaged in and will not for the duration of the Agreement engage in, a boycott of goods or services from Israel or territories under its control. Furthermore, J-U-B certifies that it will not, for the duration of this Agreement, engage in a boycott of goods and services from companies that engage in or support the following industries: fossil-fuel based energy, timber, minerals, hydroelectric power, nuclear energy, agriculture, or firearms.*
- B. *Certification Concerning Abortion Providers: Pursuant to Idaho Code 18-87, J-U-B certifies that it is not currently an abortion provider and will not become one during the term of this Agreement.*
- C. *Certification Concerning Government Ownership or Operation. Pursuant to Idaho Code section 67-2359, J-U-B certifies that is not owned or operated by the government of China and will not for the duration of this contract.*
- D. Electronic deliverables provided to the CLIENT as part of the work described within this Attachment are subject to the provisions of J-U-B's "electronic document/data limited license" found at edocs.jub.com.
- E. The Client understands and agrees that Artificial Intelligence (AI) may be used as a tool on the Project, including but not limited to note taking along with AI features that are integral to design and other software). Results of AI and software applications will be reviewed and, if necessary, modified by J-U-B prior to submittal as a Deliverable.

Exhibit(s):

- Exhibit 1-A: Work Breakdown Structure Summary
 - Exhibit 1-B: Work Breakdown Structure
-

For internal J-U-B use only:

PROJECT LOCATION (STATE): Idaho

TYPE OF WORK: City

R&D: No

DISCIPLINE: Choose an item.

PROJECT DESCRIPTION(S):

1. Planning (P05)
2. Stormwater (S13)

EXHIBIT 1-A: WORK BREAKDOWN STRUCTURE SUMMARY

BASIS OF FEE ESTIMATE



J-U-B ENGINEERS, INC.



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

J-U-B FAMILY OF COMPANIES

Project Title, Client: Stormwater Management Study, City of Sandpoint

Project Number: RP-26-XXXXX

Prepared By: K Gullickson

Task Number	Subtask Number	Task/Subtask Name	Total Compensation
001		Project Management	\$16,200
002		Update Stormwater Collection System Model	\$38,900
003		Review and Update Stormwater Management Ordinance	\$9,200
004		Develop an Implementation Plan to Meet EPA Phase II St	\$10,100
005		FY2027 Planning Budget	\$5,000
TOTAL			\$79,400

EXHIBIT 1-B: WORK BREAKDOWN STRUCTURE
BASIS OF FEE ESTIMATE



Project Title, Client: Stormwater Management Study, City of Sandpoint
 Project Number: RP-26-XXXXX
 Prepared By: K Gullickson

Task Number	Subtask Number	Task/Subtask Name / Activity Description	Smith, Brian A. Program Manager	Converse, Brett Project Engineer – Discipline Lead - Senior	Gullickson, Karie Project Manager	Markham, Braiden Project Engineer II	Gorek, Jennifer Environmental Specialist - Senior	Korionoff, Alison Project Engineer I	Utecht, Kimberly Project Accountant - Lead	J-U-B Expenses	Subconsultant Expenses	Total Compensation	
001		Project Management	4	4	53	2	0	0	13	0	\$0	\$0	\$16,200
002		Update Stormwater Collection System Model	20	3	10	53	0	108	0	0	\$200	\$0	\$38,900
003		Review and Update Stormwater Management Ordinance	12	3	9	0	0	18	0	0	\$0	\$0	\$9,200
004		Develop an Implementation Plan to Meet EPA Phase II Stormwater Requirements	6	2	6	0	9	25	0	0	\$0	\$0	\$10,100
005		FY2027 Planning Budget	6	0	15	0	0	0	0	0	\$0	\$0	\$5,000
Total Hours			48	12	93	55	9	151	13	0			381
Total Costs			\$12,000	\$3,300	\$21,400	\$11,100	\$2,000	\$27,800	\$1,500	\$0	\$200	\$0	\$79,400