

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Original Agreement: November 20, 2025

Owner: City of Sandpoint

Engineer: Welch Comer & Associates, Inc.

Project: Downtown Revitalization Phase 3

Nature of Amendment:

☒ Additional Services to be performed by Engineer

☒ Modifications of payment to Engineer

Description of Modifications:

See attached Exhibit A –Scope of Services

See attached Exhibit B – Payment to Engineer

Agreement Summary:

Original agreement amount:	\$ 741,700
Net change for prior amendments:	\$ 0
This amendment amount:	\$ 889,200
Adjusted Agreement amount:	\$1,630,900

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement referenced herein.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

City of Sandpoint

By: _____

Print name: _____

Title: _____

Date Signed: _____

ENGINEER:

Welch Comer & Associates, Inc.

By:  _____

Print name: Matt Gillis, P.E.

Title: Vice President

Date Signed: 9/30/2026

Exhibit A

Amendment 2

Downtown Revitalization Phase 3

Scope of Work

Owner: City of Sandpoint **Engineer:** Welch-Comer (WC)

Subconsultants: JUB, GGLO, GeoEngineers (GEO), AEC Environmental (AEC), Gorman Preservation Associates (GPA), Frameworks

Basis for Amendment

The City has secured federal funding for construction. Preliminary engineering (PE) remains City-funded and was procured by WC through a compliant QBS process. Because federal funds will fund construction, the project is now an LHTAC-administered Local Public Agency (LPA) undertaking, which requires:

- Design of the entire corridor (Church Street to Superior Street) to ITD/LHTAC standards, with LHTAC/ITD review and PS&E concurrence.
- NEPA environmental clearance (anticipated Documented Categorical Exclusion via ITD 654), plus a separate CDBG/HUD Environmental Review Record driven by block-grant funds.
- Section 106 cultural resources compliance (the corridor lies within the Downtown Sandpoint Historic District) and a Section 4(f) de minimis determination.
- Federal construction contract provisions (Buy America, DBE, Davis-Bacon) carried into the PS&E.

This amendment also extends the Lake Street-to-Superior Street segment from 30% to 100% design, extends stormwater treatment/discharge to the Lake Pend Oreille shoreline, adds public engagement, and adds an intersection workshop (held on 8/26/26), and full intersection design at First & Superior.

Summary of Changes to Original Exhibit A

MODIFIED

- 2.4 TAG Meetings: three (3) → four (4).
- 2.5 Community Open Houses: two (2) → three (3).
- 4.1.2 Survey (Lake→Superior w/ trail and outfall east, just past Iberian Way): concept-level → full topographic + utility inverts + ROW resolution (Task E).
- 4.4 Potable Water Remove and replace water main from the northernmost extents of the project to the First and Superior intersection. Assumptions include replacing 8" water main and matching material and size of the section from Pine St. to Church St.
- 4.5 Sanitary Sewer Design:
 - 4.5.1. It is assumed no sanitary sewer mainline or services design will be completed within the boundary created from the northern most extents of the project to the First and Lake Street intersection.
 - 4.5.2. Remove and replace the existing 18" gravity sewer main between the First and Lake Street intersection and First and Superior intersections. Existing main has known "bellies". Assumptions include that the gravity sewer main will not be upsized for capacity and that existing sewer services within this range will be replaced as part of the project.
- 4.6 Stormwater:
 - 4.6.1. Extend design coverage into the Lake→Superior segment; stormwater now extends to the Lake Pend Oreille shoreline (Task E).

4.6.2. Extend in-field investigation with City staff to south to verify existing stormwater connections and develop plans to connect into the new stormwater system.

- 4.7. Streetscape and Urban Design Enhancements: Review and apply all relevant and required ITD documentation and standards, including AutoCAD layer structure and file naming conventions.
- 4.10.6–4.10.8 (pavement/materials assumptions): revisited under Task D, ITD Roadway Materials Memo.
- 4.14 Utility Coordination – Extend Utility Services to Superior (Task E)
- 4.16 Lighting: extend AGI32 photometric design to Superior (Task E).
- 4.17 / 4.23 spec format: Change from EJCDC/ISPPWC to ITD/LHTAC format (Task D).
- 4.22 Construction Traffic Control: Produce detailed Pedestrian Traffic Control specifications that will satisfy LHTAC/ITD requirements.
- Sections 4.10.4, 5.6, 5.7.2 “no federal funds / no cultural / no NEPA” assumptions: VOID. Replaced by Tasks B and C.

ADDED — Tasks A through H below.

Task A — Federal Project Administration & LHTAC Coordination

1. Serve as WC's coordination point with LHTAC and ITD throughout PE and PS&E; comply with the current LHTAC LPA Manual.
2. Coordinate establishment of the project Key Number and federal-aid milestones.
3. Manage additional ITD/LHTAC review cycles (30%, 90%, PS&E) layered on existing City reviews, including comment resolution and response logs.
4. Prepare design exception / variance requests and supporting justification for any element not meeting ITD standards.
5. Coordinate PE-to-CN handoff documentation required for federal construction authorization.

Assumption: PE is City-funded and will not be submitted for federal reimbursement or counted as local match.

Task B — Environmental / NEPA & Permitting

B.1 Environmental Scope

1. Administration and Project Management. Monthly team coordination with City, WC, and LHTAC. General administrative duties, preparation of invoices and progress reports.
2. Preliminary Environmental Tasks. ITD 1500 for geotechnical investigation; 1500 for APE / Level of Effort review; NEPA CE (ITD 649) for geotech; 3 drafts + 1 final; FHWA approval required.
3. Environmental Evaluation / ITD 654 (DCE). Prepare the 654 package to serve as the Documented Categorical Exclusion; (1) site visit, location and project site mapping, agency coordination, supporting documentation; 4 drafts + final; FHWA approval required.
4. Programmatic Biological Assessment (PBA). ESA Section 7 via PBA 0289; species lists updated every 6 months; one site visit (combined with 654 visit); 3 drafts + final. Assumes a standalone Biological Assessment is not required (supplement if it is).
5. AHSR & Section 4(f) de minimis. AEC archaeologist performs the intensive pedestrian archaeological and records and contributes the archaeological sections; GPA will provide architectural history and finalize the AHSR as author of record (see Task C). AEC prepares the Section 4(f) de minimis (assumes No Adverse Effect on the historic district); 3 drafts + final each.

6. CDBG / HUD Environmental Review Record (ERR). Assuming the project is Categorically Excluded Project, provide required separate Housing and Urban Development-format Environmental Review Record (Statutory Checklist + Green Sheets); required by the Community Development Block Grant funds; 3 drafts + final. This is in addition to the ITD 654; two parallel NEPA tracks.
7. Permitting. 401 Water Quality certification coordination and mapping/impacts preparation; Prepare and review exhibits for a Section 10 / 404 Joint Application (Nationwide Permit assumed) for impacts to waters of the U.S.; and stormwater discharge coordination and design details for the outfall/treatment extension to the Lake Pend Oreille shoreline. AEC's current scope assumes no individual NPDES point-source permit is required (Sandpoint is not an MS4).

B.2 WC Support & Inputs to AEC

1. WC to provide:
 - a. Limits of soil disturbance, stormwater/utility footprints, and boring locations as KMZ or shapefiles; project description.
 - b. Plan sheets (.dwg) and survey control; quantities including CY cut/fill, stream and wetland impacts, and impacts below OHWM.
 - c. Construction sequencing, timing, and BMP descriptions to support the PBA and permits.
 - d. Alternatives details for the CDBG Environmental Review Record, if needed.

Deliverables: 1500s, 649, 654/DCE package, PBA, AHSR (archaeology sections; GPA finalizes), Section 4(f) de minimis, CDBG ERR, and 401 / Section 10 / 404 Joint Application (Nationwide Permit).

Task C — Cultural Resources / Section 106

1. GPA (architectural history): APE confirmation with SHPO, research and site visit, up to 30 ICRIS resource records, and finalization of the AHSR as author of record.
2. AEC (archaeology): intensive pedestrian survey (30 m transects, STPs as needed), archaeological resource records, the archaeological sections of the AHSR, and Section 4(f) de minimis.
3. WC role: coordinate APE definition, provide project descriptions and design exhibits, help manage SHPO concurrence, and integrate historic-district design constraints into corridor design.
4. MOA contingency: if SHPO/LHTAC finds an adverse effect on the historic district, resolution (MOA, treatment measures) is not in scope and is added by supplement. Note: both GPA and AEC assume No Adverse Effect.

Deliverables: APE; 30 ICRIS resource records (GPA) + archaeological records (AEC); single AHSR; SHPO concurrence documentation.

Task D — Design Standard Conversion to ITD

Applies to the entire corridor (Church → Superior).

1. Convert design criteria to ITD standards (design speed, geometric, clear zone, cross-section; verify ADA/PROWAG acceptance).
2. Pavement/materials: add ITD Roadway Materials Memo summarizing methodology used in current design. It is assumed no formal Materials Reports will be required.
3. Convert entire topographic data, utility data, design and specifications (in all phases) to ITD/LHTAC PS&E format, replacing the EJCDC/ISPCW basis.

4. Add federal construction contract provisions to specs and estimates: Buy America, DBE goals, Davis-Bacon wage requirements.

Assumption — minimal rework: WC sequenced existing work to avoid significant backtracking; rework of the partially completed Church→Lake design is assumed minimal and limited to standard/format conformance, not redesign.

Task E — Design Phase: Lake Street → Superior Street: 30% → 100% Design

Extends the original 30% scope for this segment to full (100%) design, matching the Church→Lake deliverable level.

1. Survey (amends 4.1.2): right of way survey and topographic survey including underground utility inverts and ROW resolution sufficient for design of the shared use path and stormwater on Superior between First and Iberian and along Superior for the stormwater outfall to the east.
2. Geotechnical: Prepare and submit an abbreviated roadway materials report following ITD format.
3. Roadway: full horizontal/vertical design, typical sections, demolition, parking/sidewalk, ADA/PROWAG.
4. Intersection Control Evaluation (ICE) (WC and JUB): Complete an ITD-compliant ICE to provide the technical justification LHTAC/ITD requires for the selected control type. Because the workshop precedes the ICE, the ICE validates the Council-preferred direction. This scope assumes the option selected by the Council will be supported by the ICE.
5. 100% design of the selected control, integrated into the Lake→Superior PS&E.
 - a) Workshop outcome assumption: Roundabout alternatives will be presented at the Council workshop for completeness of the alternatives analysis; however, this scope of work assumes that a roundabout will NOT be selected and that a non-roundabout option will be carried into final design. The 100% intersection design effort and fee are based on a non-roundabout control (e.g. stop-controlled with geometric improvements). For the purposes of this scope, the City Council Workshop was successfully held on 8/26/26. Council gave clear direction consistent with this scope description.
 - b) This scope assumes the design moving forward is based on the previously submitted and approved Basis of Design submittal.
6. Stormwater: full design within the extended limits in addition to the stormwater main and new outfall to be installed past Iberian Way and discharged near the Lake Pend Oreille shoreline, south of Superior.
 - a) Design of new outfall will be limited to design details necessary for outlet protection. It Treatment of the stormwater will not be designed or constructed as part of this scope and project. Produce a brief report documenting all design decisions and calculations.
7. Streetscape: Extend full planting, hardscape, lighting, furnishings for the segment.
 - a) Refine materials, site furnishings, planting and irrigation plans.
 - b) Provide cut sheets for proposed pedestrian paving, site furnishings and light fixtures.
 - c) Update plant schedule, including proposed plant type, location and quantities.
8. Lighting: Extend AGI32 photometric design to Superior. Lighting design and calculations to follow ITD Details and Standards with integration of City dark-sky ordinance.
9. Utilities: additional utility coordination/relocations from Lake Street to Superior. Note: JUB has already collected as-built mapping through the full project extents and mapped them in CAD; no further record collection is anticipated.
 - a) Production of Utility Plans; meeting requirements for LHTAC/ITD Plan Standards and Construction Documents.

- b) Coordination with utility providers to verify existing utility locations as shown on utility plans and provide contact information required for Resident Engineer file and Construction Specifications.
 - c) Coordination with LHTAC to produce and negotiate Utility Hearing Waivers or agreements with utility companies.
10. Signing & striping: MUTCD/ITD-compliant for the segment.
11. Full potable Waterline design.
12. Force main Replacement on Superior to the new lift station. This design is already complete. This scope assumes the completed design can be added to Welch Comer construction documents.
13. Traffic Control plans
14. Includes 100% design of the council-selected intersection control at First & Superior (see Task F).
15. Wayfinding:
- a) Refine dimensions, layouts, messaging, map content, materials, finishes, and proposed locations.
 - b) Develop construction, mounting and installation approaches suited to the site conditions, supported by technical design drawings and a sign schedule.
 - c) Confirm sourcing, lead times, identify any outside engineering, permitting, or site work required, and prepare a formal fabrication and installation estimate.
 - d) Fabrication and installation are not part of this scope. However, Trademarks design assumes Trademark will be the eventual fabricator & installer of the signing materials.
16. Right of Way Survey:
- a) Total Ownership Map: Prepare ownership plans in accordance with ITD 0131 Plans Essential Requirements Checklist
 - b) Right of Way Plans preparation: Prepare right of way plans in accordance with ITD 0131 Plans Essential Requirements Checklist. A Survey control sheet depicting project control, monuments and coordination system information will also be included in the plans. As part of the right of way plans, we will order up to 5 title reports on the properties we anticipate easements will be acquired on.
 - c) Legal description and exhibit preparation: Prepare legal descriptions and exhibits in accordance with ITD 0130 Legal Description Essential Requirements Checklist. 5 are anticipated.
 - d) Right of Way plan Submittal: Prepare initial submittal package consisting of Total Ownership Plans, Right of Way plans, legal descriptions and exhibits and other supporting documents.
 - e) Preliminary Right of Way Staking: Provide preliminary staking along the new right of way acquisition. Staking will consist of hub and lath set at the limits of the acquisition. 5 parcels are anticipated.
 - f) Set Monuments: Set survey monuments with PLS Cap at the extents of the easement acquisition.
 - g) Prepare Record of Survey: Prepare and record a record of survey drawing.

Deliverables:

- Design Plans, Specifications and Construction Estimate at 60% and 100%
 - Total Ownership Map
 - Right of Way Plans
 - Abbreviated Roadway Materials Report
 - Stormwater Calculations Report
 - Intersection Control Evaluation (ICE)
 - Utility Plans
-

Task F — First & Superior Intersection: Workshop, and 30% Superior Street Design

F.1 — Alternatives Development & Council Workshop

Amend the traffic memo to include up to three (3) options for presentation. It is anticipated the options will be:

1. Concept 1 - Roundabout
2. Concept 2 – Maintain Primary Geometry
3. Concept 3 – Maximize Intersection Performance

Note: These options were presented to the City Council on 8/26/26

WC team facilitates one (1) City Council workshop presenting the options with planning-level cost, pros/cons, and corridor/ROW implications. The workshop is scoped to produce a recommended direction and a Council straw-poll; formal selection to be confirmed at a subsequent regular Council action.

F.2 – 30% Superior Street Concept

Complete 30% Concept of Superior Street typical cross-section improvements, including extension of proposed multi-use path and connection to existing pedestrian facilities. Concept design shall conform to City's Strategic Plan and Multimodal Transportation Master plan. Concept cross section for Superior shall be used as basis of design for 100% Superior and First intersection design. The concept design limits are defined by the westerly parcel line of PIN #:RPS39720000002AA and extend to the East, ending at the Highway 95 Exit(s).

Deliverables: (1) 11x17L 30% Concept Plan View with (1) 11x17L 30% Concept Typical Section.

Task G — Additional Public Engagement

1. Fourth (4th) TAG meeting (amends 2.4): up to 3 hours, 1 JUB + 1 GGLO + 2 WC staff.
2. Third (3rd) community open house (amends 2.5): 1 JUB + 1 GGLO + 2 WC staff; Owner coordinates time/location.

Deliverables: additional TAG agenda/minutes; additional open-house display boards and feedback summary.

Exhibit B
Amendment 2
City of Sandpoint
Phase 3 Downtown Revitalization
Payment

Payments to Engineer for Services:

City shall pay Engineer for the services identified herein the following amounts for each phase:

PHASE	DESCRIPTION	COMPENSATION	PAYMENT TYPE
A	Federal Project Admin & LHTAC Coordination	\$ 28,600	Hourly
B	Environmental/NEPA & Permitting	\$ 147,500	Hourly
C	Cultural Resources/Section 106	\$ 29,500	Hourly
D	Design Standard Conversion to ITD	\$ 73,900	Hourly
E	Design Phase: Lake to Superior (30% - 100%)	\$ 511,100	Hourly
F	First & Superior Workshop & 30% Superior Concept Design	\$ 67,600	Hourly
G	Additional Public Engagement	\$ 31,000	Hourly
	TOTAL	\$889,200	

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultants' charges, if any. The Engineer may allocate and shift hours among project tasks, work elements, or subtasks as deemed appropriate to best accomplish the intent of the Project. Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered but shall not exceed the total estimated compensation amount unless approved in writing by Owner.
2. The Standard Hourly Rates charged by Engineer constitute full and complete compensation for Engineer's services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include Reimbursable Expenses or Engineer's Consultants' charges.
3. Engineer's Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this as Appendices 1 and 2.

Appendix 1 - Standard Hourly Rates Schedule

A. *Standard Hourly Rates:*

Standard Hourly Rates are set forth in this Appendix 1 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit. The Standard Hourly Rates Schedule will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C.

The Standard Hourly Rates apply only as specified in Article C2.

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

Special Services	\$275.00/hour
Special Services – Accounting	190.00/hour
Expert Witness	300.00/hour
Public Involvement Specialist	125.00/hour
Principal Engineer III	310.00/hour
Principal Engineer II	295.00/hour
Principal Engineer I	260.00/hour
Construction Services Manager	250.00/hour
Construction Services Project Manager	160.00/hour
Sr. Project Manager	240.00/hour
Project Manager	215.00/hour
Engineer VII	270.00/hour
Engineer VI	215.00/hour
Engineer V	200.00/hour
Engineer IV	185.00/hour
Engineer III	165.00/hour
Engineer II	155.00/hour
Engineer I	145.00/hour
Engineering Assistant	80.00/hour
Sr. Engineer Tech III	150.00/hour
Sr. Engineer Tech II	145.00/hour
Sr. Engineer Tech I	130.00/hour
Engineering Technician	118.00/hour
Environmental Scientist	130.00/hour
Survey Manager	255.00/hour
Professional Land Surveyor II	205.00/hour
Professional Land Surveyor I	200.00/hour
Crew Chief II	150.00/hour
Crew Chief I	135.00/hour
Crew Member	118.00/hour
Survey Technician II	135.00/hour
Survey Technician I	130.00/hour
GIS Manager	165.00/hour
GIS Technician II	130.00/hour
GIS Technician I	115.00/hour
Engineering Designer I	155.00/hour
CAD Technician IV	145.00/hour
CAD Technician III	125.00/hour
CAD Technician II	120.00/hour
CAD Technician I	115.00/hour
Sr. Project Administrator	130.00/hour
Project Administrator	110.00/hour
Sr. Administrative Assistant	90.00/hour
Administrative Assistant	80.00/hour
No Charge Services	0.00/hour

Appendix 2 - Reimbursable Expenses Schedule

Reimbursable Expenses will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

Letter/Legal Size Copies/Impressions (B/W)	\$0.10/page
Double Sided Letter & Legal Size Copies/Impressions (B/W)	\$0.13/page
Double Sided Letter & Legal Size Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (B/W)	\$0.20/page
Double Sided Ledger Size Copies/Impressions (B/W)	\$0.25/page
Double Sided Ledger Size Copies/Impressions (Color)	\$1.98/page
Cardstock Copies/Impressions (B/W)	\$0.31/page
Letter/Legal Cardstock Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (Color)	\$1.03/page
Color Transparency	\$2.49/page
Plot on Paper B&W (18" x 24")	\$0.90/sheet
Plot on Paper Color (18" x 24")	\$4.50/sheet
Plot on Paper B&W (18" x 27 ")	\$0.90/sheet
Plot on Paper Color (18" x 27 ")	\$4.50/sheet
Plot on Photo Paper/Mylar (18" x 27")	\$8.25/sheet
Plot on Paper B&W (22" x 34")	\$1.80/sheet
Plot on Paper Color (22" x 34")	\$9.00/sheet
Plot on Paper B&W (22" x 36")	\$1.80/sheet
Plot on Paper Color (22" x 36")	\$9.00/sheet
Plot on Paper B&W (24" x 36")	\$1.80/sheet
Plot on Paper Color (24" x 36")	\$9.00/sheet
Plot on Paper B&W (30" x 42")	\$2.70/sheet
Plot on Paper Color (30" x 42")	\$13.50/Sheet
Plot on Paper B&W (34" x 44")	\$3.30/sheet
Plot on Paper Color (34" x 44")	\$16.50/sheet
Plot on Paper B&W (36" x 48")	\$3.60/sheet
Plot on Paper Color (36" x 48")	\$18.00/sheet
Plot on Paper B&W (36" x 120")	\$9.00/sheet
Plot on Paper Color (36" x 120")	\$45.00/sheet
Water Pressure Recorder	\$35.00/day
Mileage (auto)	Per Federal Rate
Meals and Lodging	Per Diem Rate
Mobile Lidar Scanner	\$1,500/hr
Navvis Ivion Cloud Processing	\$0.50/foot
UAV Flight	\$75/each
Drone Survey Software	\$450.00/each
Topo Feature Extraction Software	\$40.00/hour
Aerial Lidar	\$3,500/day
GPS Per Hour Billing	\$35.00/hour
GPS Per Hour Billing – Base and Rover	\$70.00/hour
Robotics Hourly Billing – 1 Man	\$70.00/hour
Digital Level	\$15.00/hour