

Idaho Transportation Department Local Professional Services Agreement

Agreement #: 97660

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the CITY OF SANDPOINT, whose address is 1123 Lake Street Sandpoint, ID 83864, hereinafter called the "Sponsor," and JUB Engineers, Inc., whose address is 2760 W. Excursion Ln., Ste. 400, , Meridian, ID, 83642, hereinafter called the "Consultant."

RATIFICATION

The Idaho Transportation Department, representing the Federal Highway Administration on all local federal-aid highway projects, is authorized to ratify all agreements for engineering services entered into between sponsoring local agencies and their retained consultants. All references to State used hereafter shall denote the Idaho Transportation Department.

NOW, THEREFORE, the parties hereby agree as follows:

The work covered by this Agreement is for the following project(s):

Project Name	Project #	Key #
SMA-7705, N BOYER AVE SW; E MTN VIEW TO JUNIPER, SANDPOINT	A024(687)	24687

SUBCONSULTANTS

The State approves the Consultant's utilization of the following Subconsultants:

N/A

AGREEMENT ADMINISTRATOR

This Agreement shall be administered by Amanda LaMott, Safety TAP Engineer, LHTAC; (208) 344-0565; or an authorized representative.

DUTIES AND RESPONSIBILITIES OF CONSULTANT

A. DESCRIPTION OF WORK

The Consultant shall provide professional services as outlined in the attachment(s) and as further described herein.

1. The following attachments are made a part of this Agreement:

a. **Attachment No. 1L** is the Consultant Agreement Specifications which are applicable to all agreements.

b. **Attachment No. 2** is the negotiated Scope of Work, Cost Estimate, and Man-Day Estimate.

In the case of discrepancy, this Agreement shall have precedence over Attachment No. 2, and Attachment No. 2 shall have precedence over Attachment No. 1.

2. Per Diem will be reimbursed at the current approved rates. These rates are listed at <https://itd.idaho.gov/consultant-services/consultant-resources/> .

DUTIES AND RESPONSIBILITIES OF SPONSOR AND/OR STATE

The Sponsor and/or State shall provide to the Consultant, upon request, copies of any records or data on hand which are pertinent to the work under the Agreement.

TIME AND NOTICE TO PROCEED

- A. The Consultant shall start work under this Agreement no later than ten (10) calendar days from the receipt of the written notice to proceed with the work. The Consultant shall complete all work by **1/3/2028**.
- B. The Consultant shall remain available to perform additional work for an additional sixty (60) days or until the Agreement is closed out, whichever comes first.

BASIS OF PAYMENT

A. Payment Basis: Cost Plus Fixed Fee

B. Compensation Amount

1. Not-To-Exceed Amount: **\$149,980.00**
2. Additional Services Amount: **\$0.00**
3. Total Agreement Amount: **\$149,980.00**

C. Fixed Fee Amount: **\$14,534.00** (This is included in the Total Agreement Amount.)

D. Approved Overhead Rates for Prime Consultant and Subconsultants

JUB Engineers, Inc. 187.27%

E. Reasonable increases in labor rates during the life of this Agreement will be accepted. Payroll additive rate, general administrative overhead rate, and unit prices are subject to adjustment during the life of this Agreement based on audit and negotiations. If the State approves an adjustment to the overhead rate or unit prices, the Consultant must then submit a written request to the Agreement Administrator requesting use of the approved rate(s) on this agreement. If the new rate(s) are accepted by the Agreement Administrator, they shall apply from the date the written request was made to the Agreement Administrator. An adjustment shall not change the Not-To-Exceed amount of the Agreement.

F. Professional Services Authorization and Invoice Summary (Authorization) No. 1 is issued in the amount of **\$149,980.00** to begin the work of this Agreement. The remaining amount will be issued by consecutive Authorizations.

An additional services amount may be included in this Agreement. If so, the Sponsor will determine if additional services is required beyond the services outlined in Attachment No. 2. When additional services are required, the additional services amount of the Agreement will be utilized, and a subsequent Authorization will be issued.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year in this Agreement first written above.

JUB ENGINEERS, INC.

Consultant

By: 

Title: Program Manager

CITY OF SANDPOINT

Local Sponsor

By: _____

Title: _____

**IDAHO TRANSPORTATION
DEPARTMENT**

By: _____

Title: _____

IDAHO CODE CERTIFICATION FORM

Failure to comply with the terms of the referenced Idaho Code may result in breach of contract.

Anti-Boycott Clauses

Per the provisions of Idaho Code §§ 67-2346, Anti-Boycott Against Israel Act, and Idaho Code §§ 67-2347A, Prohibition on Contracts with Companies Boycotting Certain Sectors the undersigned certifies that it is not currently engaged in and will not for the duration of the contract engage in the following:

- boycott of goods or services from Israel or territories under its control; or
- boycott of any individual or company because the individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or
- boycott of any individual or company because the individual or company engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302(2)(d)

Prohibition on Contracts with Companies Owned or Operated by the Government of China

Idaho Code, §§ 67-2359 states “a public entity in this state may not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China”. Company certifies that it is not owned or operated by the government of China.

By signing below, I certify that this company understands and will comply with the aforementioned requirements

Signature of Company’s authorized representative:



Signature

J-U-B Engineers, Inc.

Company Name

ATTACHMENT NO. 1L

CONSULTANT AGREEMENT SPECIFICATIONS

These specifications supplement Local Professional Services Agreements and shall be attached to said Agreements.

A. DEFINITIONS

1. **Administrator:** Person directly responsible for administering the Professional Services Agreement (Agreement) on behalf of the Local Public Agency.
2. **Combined Overhead:** The sum of the payroll additives and general administrative overhead expressed as a percent of the direct labor cost.
3. **Cost:** Cost is the sum of the hourly charge out rate and other direct costs.
4. **Cost Plus Fixed Fee:** Cost Plus Fixed Fee is the sum of the payroll costs, combined overhead, and other direct costs, plus the fixed fee.
5. **CPM:** Critical Path Scheduling. The CPM will list work tasks, their durations, milestones and their dates, and State/Local review periods.
6. **Fixed Fee:** A dollar amount established to cover the Consultant's profit and business expenses not allocable to overhead. The fixed fee is based on a negotiated percent of direct labor cost and combined overhead and shall take into account the size, complexity, duration, and degree of risk involved in the work. The fee is "fixed," i.e. it does not change. If extra work is authorized, an additional fixed fee can be negotiated, if appropriate.
7. **General Administrative Overhead (Indirect Expenses):** The allowable overhead (indirect expenses) expressed as a percent of the direct labor cost.
8. **Hourly Charge Out Rate:** The negotiated hourly rate to be paid to the Consultant which includes all overhead for time worked directly on the project.
9. **Incentive/Disincentive Clause:** Allows for the increase or decrease of total Agreement amount paid based on factors established in the Agreement. Normally, these factors will be completion time and completion under budget.
10. **Lump Sum:** An agreed upon total amount, that will constitute full payment for all work described in the Agreement.
11. **Milestones:** Negotiated portions of projects to be completed within the negotiated time frame. Normally the time frame will be negotiated as a calendar date, but it could also be "working" or "calendar" days. As many milestones as the Consultant and the State/Sponsor believe necessary for the satisfactory completion of the Agreement will be negotiated.
12. **Not-To-Exceed Amount:** The Agreement amount is considered to be a Not-to-Exceed amount, which amount shall be the maximum amount payable and shall not be exceeded unless adjusted by a Supplemental Agreement.
13. **Other Direct Costs:** The out-of-pocket costs and expenses directly related to the project that are not a part of the normal company overhead expense.
14. **Payroll Additives:** All payroll additives allocable to payroll costs such as FICA, State Unemployment Compensation, Federal Unemployment Compensation, Group Insurance, Workmen's Compensation, Holiday, Vacation, and Sick Leave. The payroll additive is expressed as a percent of the direct labor cost.

15. **Payroll Costs (Direct Labor Cost):** The actual salaries paid to personnel for the time worked directly on the project. Payroll costs are referred to as direct labor cost.
16. **Per Diem Rates:** Per Diem will be reimbursed at actual cost. However, reimbursements shall not exceed the current approved rates. The current rates are listed on the following Web site: [Consultant Services | Idaho Transportation Department](#)
17. **Standard of Care:** The level or quality of service ordinarily provided by normally competent practitioners of good standing in that field, contemporaneously providing similar services in the same locality and under the same circumstances.
18. **State:** Normally “State” refers to the Idaho Transportation Department.
19. **Sponsor:** The “Sponsor” refers to the local public agency.
20. **Unit Prices:** The allowable charge out rate for units or items directly related to the project that are not a part of the normal overhead expense.

NOTE: All cost accounting procedures, definitions of terms, payroll cost, payroll additives, general administrative overhead, direct cost, and fixed fee shall comply with Federal Acquisition Regulations, 48 CFR, Part 31, and be supported by audit accepted by the State.

B. STANDARDS OF PERFORMANCE

Except as otherwise specifically provided for in the Consultant’s Scope of Work, the Consultant agrees that all work performed under the Agreement will be performed in accordance with Idaho Transportation Department Standards and other appropriate standards with generally acceptable standard of care. When the work is of a nature that requires checking, the checking shall be performed by a qualified person other than the one who performed the work.

C. AGREEMENT ADMINISTRATOR

The Agreement Administrator will administer the Agreement for performance and payment, and will decide all questions which may arise as to quality and acceptability of the work, rate of progress, definition of work to be performed, completion of milestones, and acceptable fulfillment of the Agreement. The Consultant shall address all correspondence, make all requests, and deliver all documents to the Administrator. The Administrator shall be responsible for the timely coordination of all reviews performed by the State or their representatives.

D. PERSONNEL

The Consultant shall provide adequate staff of experienced personnel or Subconsultants capable of and devoted to the successful accomplishment of work to be performed under the Agreement. The specific individuals or Subconsultants listed in this Agreement, including Project Manager, shall be subject to approval by the State and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have qualifications, experience and expertise at least equal to those listed in the proposal.

E. SUBCONSULTANTS

The Consultant shall have sole responsibility for the management, direction, and control of each Subconsultant and shall be responsible and liable to the Sponsor for the satisfactory performance and quality of work performed by Subconsultants under the terms and conditions of this Agreement. The Consultant shall include all the applicable terms and conditions of this Agreement in each Subconsultant Agreement between the Consultant and Subconsultant, and provide the State with a copy of each Subconsultant Agreement prior to the Subconsultant beginning work. No other Subconsultant shall be used by the Consultant without prior written consent by the State.

F. PROFESSIONAL SERVICES AUTHORIZATION

1. A written PROFESSIONAL SERVICES AUTHORIZATION (PSA) will be issued by the State to authorize the Consultant to proceed with a specific portion of the work under this Agreement. The number of PSAs required to accomplish all the work under this Agreement is one to several. Each PSA will authorize a maximum dollar amount and specify the milestone(s) for which the PSA represents. The Sponsor assumes no obligation of any kind for expenses incurred by the Consultant prior to the issuance of the PSA; for any expenses incurred by the Consultant for services performed outside the work authorized by the PSA; and for any dollar amount greater than authorized by the PSA.
2. The Consultant's work of this Agreement will be divided into milestones, each governed by a separate PSA. It is not necessary for a PSA to be completed prior to the issuance of the next PSA. The Consultant shall not perform work which has not been authorized by a PSA. When the money authorized by a PSA is nearly exhausted, the Consultant shall inform the Administrator and shall identify the need for additional authorization via issuance of the next PSA. The Administrator must concur with the Consultant prior to the issuance of the next PSA.
3. The Agreement is lump sum, unit cost, or cost plus fixed fee amount as indicated in this Agreement and may include an Additional Services amount for possible extra work not contemplated in the original scope of work. For the Consultant to receive payment for any work under the Additional Services Amount of this Agreement, said work must be authorized and performed under a PSA issued by the State specifically for the extra work. Should the Sponsor request that the Consultant perform additional services, the scope of work and method of payment will be negotiated. The basis of payment for additional work will be set up either as a Lump Sum or Cost Plus Fixed Fee.

G. PROJECT SCHEDULING

All negotiated agreements shall be accompanied by a critical path method schedule (CPM Schedule). The CPM Schedule will list the work tasks for the Agreement, their duration, negotiated milestones and their completion dates, including State/Local review periods. The format of this schedule shall be agreed on prior to signing the Agreement.

Along with the monthly progress report, the Consultant shall provide monthly CPM Schedule updates to the Agreement Administrator for approval. The CPM schedule shall show project percent completed on each task.

H. MONTHLY PROGRESS REPORT

The Consultant shall submit to the State a monthly progress report on Form ITD-771, as furnished by the State. When no work will be performed for a period of time, this requirement can be waived by written notice from the Agreement Administrator. However, at such time as work re-commences, the monthly progress reports shall resume.

The Consultant shall provide monthly progress schedule (CPM) updates to the Agreement Administrator.

The monthly progress report and schedule update will be submitted by the tenth of each month following the month being reported or as otherwise agreed to in the approved scope of work.

The Agreement Administrator will review the progress report and submit approved invoices for payment within two weeks of receiving the invoice, the associated monthly report and the schedule update.

Each progress report shall list invoices by PSA number and reference milestones.

I. PROGRESS AND FINAL PAYMENTS

1. Progress payments will be made once a month for services performed which qualify for payment under the terms and conditions of the Agreement. Such payment will be made based on invoices submitted by the Consultant in the format required by the State. The monthly invoice shall be submitted no later than the tenth of each month following the month being invoiced.

Lump Sum

Progress payments will be made based on a percentage of the work or milestones satisfactorily completed.

Cost Plus Fixed Fee

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work, each milestone and percent complete of the entire Agreement. Progress payments will be made based on the invoice cost less the fixed fee for the work satisfactorily completed for each invoicing period. Said payment shall not exceed the percent complete of the entire Agreement. Upon satisfactory completion of each milestone, full payment for all approved work performed for that milestone will be made, including Fixed Fee.

Cost

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work and percent complete of the entire Agreement. Progress payments will be made based on the invoiced cost for the work satisfactorily completed for each item of work. Said payment shall not exceed the percent complete of the entire Agreement.

Direct expenses will be reimbursed at actual cost, not to exceed the current approved rates as identified at [Consultant Services | Idaho Transportation Department](#).

For “Cost Plus Fixed Fee” and “Cost” agreements, invoices must include backup documentation to support expenditures as appropriate, and as requested by the Agreement Administrator. Such support may consist of copies of time sheets or cost accounting system print-out of employee time, and receipts for direct expenses.

2. The Sponsor will make full payment for the value of the services performed which qualify for payment. This full payment will apply until 95 percent of the work under each Project Agreement PSA or Supplemental Agreement has been completed. No further progress payments will be made until all work under the Agreement has been satisfactorily accomplished and accepted by the Sponsor. If at any time, the Sponsor determines that the work is not progressing in a satisfactory manner, further payments may be suspended or withheld for sums that are deemed appropriate for unsatisfactory services.
3. Final payment of all amounts retained shall be due 60 days after all work under the Agreement has been completed by the Consultant and accepted by the Sponsor. Such final payment will not be made until satisfactory evidence by affidavit is submitted to the State that all indebtedness incurred by the Consultant on this project has been fully satisfied.
4. Agreements which include an incentive/disincentive clause will normally have the clause applied only to the completion of the BID OPENING milestone. If the project is deemed by the Sponsor to be ready for advertisement, but advertisement is postponed at no fault of the Consultant, any incentive earned will be paid.
5. Payments to Subconsultants

The Consultant shall pay each subconsultant for satisfactory performance of its contract items no later than twenty (20) calendar days from receipt of each payment the Consultant receives from the State under this Agreement, in accordance with 49 CFR, Part 26. The Consultant shall return retainage payments to each subconsultant within twenty (20) calendar days after the subconsultant’s work is satisfactorily completed. The Consultant will verify that payment or retainage has been released to the subconsultant

or suppliers within the specified time for each partial payment or partial acceptance by the Department through entries in the Department's online diversity tracking system during the corresponding monthly audits.

Prompt payment will be monitored and enforced through the Consultant's reporting of monthly payments to its subconsultants and suppliers in the online diversity tracking system. Subconsultants, including lower tier subconsultants, suppliers, or both, will confirm the timeliness and the payment

amounts received utilizing the online diversity tracking system. Discrepancies will be investigated by the Contract Compliance Officer and the Contract Administrator. Payments to the subconsultants, including lower tier subconsultants, and including retainage release after the subconsultant or lower tier subconsultant's work has been accepted, will be reported monthly by the Consultant or the subconsultant.

The Consultant will ensure its subconsultants, including lower tier subconsultants, and suppliers meet these requirements.

J. MISCELLANEOUS PROVISIONS

1. COVENANT AGAINST CONTINGENT FEES

- a. The Consultant warrants that they have not:

Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person to solicit or secure this Agreement, other than a bona fide employee of the firm;

agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement, or;

paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee of the firm) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement.

- b. The Sponsor warrants that the above Consultant or its representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement.

Employ or retain, or agree to employ or retain, any firm or person, or;
pay, or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind.

2. PROHIBITION AGAINST HIRING PERSONNEL AND WORKING FOR CONTRACTOR

In compliance with the Code of Federal Regulations, (23 CFR, Section 1.33, Conflict of Interest), the Consultant agrees that no one in their employ will work on a part time basis under this Agreement while also in the full-time employ of any Federal Agency, the State, or the Sponsor, without the written consent of the public employer of such person. The Consultant agrees that no one in their employ under any circumstances shall perform any services for the contractor on the construction of this project.

3. CHANGES IN WORK

All changes in work shall conform to one or more of the following conditions and in no instance shall such change in work be undertaken without written order or written approval of the Sponsor.

- a. Increase in the work required by the Sponsor due to unforeseen circumstances.
- b. Revision in the work required by the Sponsor subsequent to acceptance of such work at the appropriate conference or after revision of such work as outlined at said conference.
- c. Items of work which are beyond the scope of intent of this Agreement and pre-approved by the Sponsor.
- d. Reduction in the work required by the Sponsor due to unforeseen circumstances.

An increase in compensation will be considered when Department Design Standards or expectations have changed from the time of negotiation.

Adjustment in compensation for either an increase or reduction in work shall be on a negotiated basis

arrived at by mutual agreement between the Sponsor and the Consultant. During such negotiations the Sponsor may examine the documented payrolls, transportation and subsistence costs paid employees actively engaged in the performance of a similar item or items of work on the project, and by estimated overhead and profit from such similar items or items of work.

Said mutual agreement for a negotiated increase or reduction in compensation shall be determined prior to commencement of operations for an increase in a specific item or items of work. In the case of Sponsor order for nonperformance, a reduction in the specific item or items of work will be made as soon as circumstances permit. In the event that a mutual agreement is not reached in negotiations for an increase in work, the Sponsor will use other methods to perform such item or items of work.

The mutually agreed amount shall be covered by a Supplemental Agreement and shall be added to or subtracted from the total amount of the original Agreement.

Adjustment of time to complete the work as may pertain to an increase or a reduction in the work shall be arrived at by mutual agreement of the Sponsor and the Consultant after study of the change in scope of the work.

4. DELAYS AND EXTENSIONS

Time adjustment may occur when the negotiated scope of work is increased or reduced through mutual agreement of the State and the Consultant.

Extensions of time may be granted for the following reasons:

- a) Delays in major portions of the work caused by excessive time used in processing of submittals, delays caused by the State, or other similar items which are beyond the control of the Consultant.
- b) Additional work ordered in writing by the Sponsor.
- c) Department Design Standards have changed or expectations have changed from the time of negotiation.

5. TERMINATION

The Sponsor may terminate or abandon this Agreement at any time, without further obligation, upon giving notice of termination as hereinafter provided, for any of the following reasons:

- a. Evidence that progress is being delayed consistently below the progress required in the current approved CPM Schedule.
- b. Continued submission of sub-standard work.
- c. Violation of any of the terms or conditions set forth in the Agreement, other than for the reasons set forth in a. and b. above.
- d. At the convenience of the Sponsor.

Prior to giving notice of termination for the reasons set forth in a through c above, the Sponsor shall notify the Consultant in writing of any deficiencies or default in performance of the terms of this Agreement, and Consultant shall have ten (10) days thereafter in which to correct or remedy such default or deficiency. Upon their failure to do so within said ten (10) days, or for the reasons set forth in c above, such notice of termination in writing shall be given by the Sponsor. Upon receipt of said notice the Consultant shall immediately discontinue all work and service unless directed otherwise, and shall transfer all documents pertaining to the work and services covered under this Agreement, to the Sponsor. Upon receipt by the Sponsor of said documents, payment shall be made to Consultant as provided herein for all acceptable work and services.

6. DISPUTES

Should any dispute arise as to performance or abnormal conditions affecting the work, such dispute shall

be referred to the Sponsor and the Director of the Idaho Transportation Department or his duly authorized representative(s) for determination.

Such determination shall be final and conclusive unless, within thirty (30) days of receipt of the decision Consultant files for mediation or arbitration. Consultant agrees that any mediation or arbitration hearing shall be conducted in Boise, Idaho. Consultant and Sponsor agree to be bound by the mediation agreement or the decision of the arbitration. Expenses incurred due to the mediation or arbitration will be shared equally by the Consultant and the Sponsor.

7. ACCEPTANCE OF WORK

- a. The Consultant represents that all work submitted shall be in accordance with generally accepted professional practices and shall meet tolerances of accuracy required by State practices and procedures.
- b. Acceptance of work will occur at phases appropriate to the terms of the Agreement and level of detail required by the State in its project development procedures.
- c. It is understood by the Consultant that the Sponsor is relying upon the professional expertise and ability of the Consultant in performance of the Agreement. Any examination of the Consultant's work product by the State/Sponsor will not be considered acceptance or approval of the work product which would relieve the Consultant for any liability or expense. Consultant is solely responsible for the propriety and integrity of its work product.

Acceptance or approval of any portion of Consultant's work product by the Sponsor for payment, partial or final, shall not constitute a waiver of any rights the Sponsor may have against the Consultant. If due to errors, omissions and negligent acts by the Consultant, or its Subconsultants, agents or employees, in its work product, the Consultant shall make corrections to its work product at no expense to the Sponsor. The Consultant shall respond to the Sponsor's notice of any error or omission within twenty-four hours of receipt, and give immediate attention to any corrections to minimize any delay to the construction contract. This may include, if directed by the Sponsor, visits to the site of the work.

If the Consultant discovers errors or omissions in its work product, it shall notify the State within seven days of discovery. Failure of the Consultant to notify the State shall be grounds for termination of the Agreement.

The Consultant's liability for damages incurred by the Sponsor due to negligent acts, errors or omissions by the Consultant in its work product shall be borne by the Consultant. Increased construction costs resulting from errors, omissions or negligence in Consultant's work product shall not be the Consultant's responsibility unless the additional construction costs were the result of gross negligence of the Consultant.

8. OWNERSHIP OF DOCUMENTS

All material acquired or produced by the Consultant in conjunction with the preparation of the plans, study, or report, shall become the property of, and be delivered to, the Sponsor without restrictions or limitations of their further use. Any use of these materials by the Sponsor for purposes other than intended under this agreement shall be at the risk of the Sponsor. The Consultant has the right to make and retain copies of all data and documents for project files. Documents provided to the State may be public records under the Public Records Act §§ 74-101 through 74-126 and Idaho Code §§ 9-338 *et seq.*, and thus subject to public disclosure unless excepted by the laws of the state of Idaho, otherwise ordered by the courts of the state of Idaho, and/or otherwise protected by relevant state and/or federal law.

9. AERIAL PHOTOGRAPHY

After aerial photography has been flown, processed and checked for coverage, the negatives shall be sent to the State at the address indicated on the Agreement for evaluation, labeling, and prints or diapositives as

needed by the District and the Consultant. The negatives shall become the property of the State. Along with the negatives, the Consultant shall also deliver the Report of Calibration for the aerial camera used for the aerial photography, the flight maps, and the flight log. Once complete, a copy of the mapping shall be placed on a CD-ROM and sent to the address specified in the Agreement.

10. CADD SPECIFICATIONS

Two copies of all drawings shall be furnished to the Department upon completion of the contract. One copy shall be a durable reproduction of the drawing stamped and signed by the Engineer. An electronic stamp is acceptable, provided it is registered and approved with the Board of Professional Engineers and Land Surveyors. Roadway plans shall be furnished on 11" x 17" sheets. Structures plans shall be furnished on 22" x 34" sheets. The other copy shall be an electronic drawing file in a MicroStation .DGN file format. Electronic files shall be delivered in one of the following:

- a. Placed within ITD's ProjectWise DataSource (See CADD Manual for proper locations for file storage)
- b. Standard CD/DVD-ROM Format

Files shall be developed with MicroStation software, SS4 Version 8.11X or higher; or converted to the MicroStation .DGN file format with all conversion errors corrected prior to delivery. If the consultant elects to convert files from other CADD software to the .DGN format, the consultant may be required at various times during the contract period to provide proof that all conversion errors can be corrected.

Refer to the CADD Manual for a complete set of CADD Standards. The manual is available at the following website: <http://apps.itd.idaho.gov/apps/manuals/manualsonline.html>.

11. GEOTECHNICAL AND MATERIALS WORK

If geotechnical and materials work is required under this Agreement, the Consultant must ensure that any Subconsultant performing geotechnical and materials work be involved in the final design review. This does not mean that the geotechnical and materials Subconsultant must attend the actual final design review meeting, but does mean that the Subconsultant, will at a minimum, participate in the final design plans and proposal review to assure that all geotechnical and materials recommendations/issues it raised concerning the project have been addressed, or notify the Consultant of any outstanding issues.

12. HIGHWAY CONSTRUCTION ESTIMATING PROGRAM

The Idaho Transportation Department has adopted the Trns.Port Estimator™ Highway Construction Cost Estimation software package as the standard for developing all highway construction cost estimates. Consultants who prepare PS&E (Plans, Specifications and Estimate) packages for submittal to ITD are required to use Estimator. Further information is available at the following Web Site: [Consultant Services | Idaho Transportation Department](#).

13. INDEMNITY

- a. Concerning claims of third parties, the Consultant shall indemnify, and hold harmless and defend the Sponsor from any and all damages of and against any and all suits, actions, claims or losses of every kind, nature and description, including costs, expenses and reasonable attorney fees that may be incurred by reason of any negligent act, error or omission of the Consultant in the prosecution of the work which is the subject of this Agreement.
- b. Concerning claims of the Sponsor, the Consultant shall assume the liability and responsibility for negligent acts, errors or omissions caused by the Consultant or a Subconsultant or their agents or employees to the design, preparation of plans and/or specifications, or other assignments completed under this Agreement, to the standards accepted at the time of the Final Design Review, other established review periods.

- c. Notwithstanding any other provision of this Agreement, the Consultant shall not be responsible for claims arising from the willful misconduct or negligent acts, errors, or omissions of the Sponsor for contamination of the project site which pre-exist the date of this Agreement or subsequent Task Authorizations. Pre-existing contamination shall include but not be limited to any contamination or the potential for contamination, or any risk to impairment of health related to the presence of hazardous materials or substances.

14. INSURANCE

The Consultant, certifying it is an independent contractor licensed in the State of Idaho, shall acquire and maintain commercial general liability insurance in the amount of \$1,000,000.00 per occurrence, professional liability insurance in the amount of \$1,000,000.00, and worker compensation insurance in accordance with Idaho Law.

The professional liability insurance coverage shall remain in force and effect for a minimum of one (1) year after acceptance of the construction project by the State (if applicable), otherwise for one (1) year after acceptance of the work by the State.

Regarding workers' compensation insurance, the Consultant must provide either a certificate of workers' compensation insurance issued by an insurance company licensed to write workers' compensation insurance in the State of Idaho as evidence that the Consultant has a current Idaho workers' compensation insurance policy in effect, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

The Consultant shall provide the State with certificates of insurance within ten (10) days of the Notice to Proceed.

15. ENDORSEMENT BY ENGINEER, ARCHITECT, LAND SURVEYOR, AND GEOLOGIST

Where applicable, the Professional Engineer, Architect, Land Surveyor, or Geologist in direct charge of the work or portion of work shall endorse the same. All plans, specifications, cost summaries, and reports shall be endorsed with the registration seal, signature, and date of the Idaho professional in direct charge of the work. In addition, the firm's legal name and address shall be clearly stamped or lettered on the tracing of each sheet of the plans. This endorsement certifies design responsibility in conformance with Idaho Code, ITD's Design Manual, and acceptance of responsibility for all necessary revisions and correction of any errors or omissions in the project plans, specifications and reports relative to the project at no additional cost to the State based on a reasonable understanding of the project at the time of negotiation.

16. LEGAL COMPLIANCE

The Consultant at all times shall, as a professional, observe and comply with all Federal, State and local laws, by-laws, safety laws, and any and all codes, ordinances and regulations affecting the work in any manner and in accordance with the general standard of care. The Consultant agrees that any recourse to legal action pursuant to this agreement shall be brought in the District Court of the State of Idaho, situated in Ada County, Idaho.

17. SUBLETTING

The services to be performed under this Agreement shall not be assigned, sublet, or transferred except by written consent of the Sponsor. Written consent to sublet, transfer or assign any portions of the work shall not be construed to relieve the Consultant of any responsibility for the fulfillment of this Agreement or any portion thereof.

18. PERMITS AND LICENSES

The Consultant shall procure all permits and licenses, pay all charges, fees, and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

19. PATENTS AND COPYRIGHTS

The Consultant shall hold and save the Sponsor and its agents harmless from any and all claims for infringement by reason of the use of any patented design, device, material process, trademark, and copyright.

20. NONDISCRIMINATION ASSURANCES

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

1. **Compliance With Regulations.** The Consultant shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions. [Office of Civil Rights | Idaho Transportation Department](#)
2. **Nondiscrimination.** The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
4. **Information and Reports.** The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
5. **Sanctions for Noncompliance.** In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress payments on current or future Idaho Federal-aid Projects an administrative remedy by reducing the final payment or future progress payments in an amount equal to 10% of this agreement or \$7,700, whichever is less.
6. **Incorporation of Provisions.** The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials

and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

21. INSPECTION OF COST RECORDS

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the project. They shall make such data available for inspection, and audit, by duly authorized personnel, at reasonable times during the life of this Agreement, and for a period of three (3) years subsequent to date of final payment under this Agreement, unless an audit has been announced or is underway; in that instance, records must be maintained until the audit is completed and any findings have been resolved. Failure to provide access to records may affect payment and may constitute a breach of contract.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By signing this document the Consultant certifies to the best of his knowledge and belief that except as noted on an attached Exception, the company or its subcontractors, material suppliers, vendors or other lower tier participants on this project:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

23. CERTIFICATION CONCERNING LOBBYING ACTIVITIES

By signing this document, the Consultant certifies to the best of their knowledge and belief that:

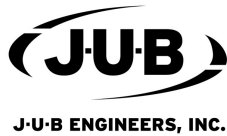
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in

accordance with its instructions.

The Consultant also agrees that he or she shall require that the language of this certification shall be included in all lower tier subcontracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

24. EMPLOYEE ELIGIBILITY

The Consultant warrants and takes the steps to verify that it does not knowingly hire or engage persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and/or termination of its contract.



J-U-B ENGINEERS, Inc.

Project Scope

PROJECT NAME: 24687 N Boyer Ave SW; E Mtn View to Juniper

CLIENT: City of Sandpoint

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 of Sandpoint (City) has received federal aid, through the Transportation Alternatives Program (TAP), to complete this project, which includes infilling approximately 1,225 linear feet of shared used pathway and sidewalk on N Boyer Ave from E Mountain View Drive to Alexander Way. Seven (7) ADA ramps will be implemented with the project, two (2) at Mountain View Drive, four (4) at Juniper Drive, and one (1) at Plaza Lane. ADA improvements will also include two (2) Rectangular Rapid Flashing Beacon (RRFB) signs at Mountain View Drive for pedestrians wishing to cross Boyer Ave. J-U-B will provide topographic and boundary survey, utility coordination, pathway and stormwater design, environmental services, and traffic design. This scope includes Preliminary Design, Final Design, PS&E, and bidding assistance, with PS&E anticipated by June 2027 for bidding in late summer/fall of 2027.

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

1. For this task J-U-B will:
 - a. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
 - b. Conduct project planning and risk assessment.
 - c. Coordinate quality assurance / quality control (QA/QC) processes.
 - d. Communicate and coordinate J-U-B team activities with one kickoff meeting and 9 monthly internal progress meetings that are ½ hour in duration.
 - e. Regularly monitor project status, budget and schedule.
 - f. Attend 9 monthly client meetings to report project status; meetings will be ½ hour in duration.
 - g. During periods of project activity, provide a regular monthly report to CLIENT on project status, budget and schedule.
 - h. Provide a monthly invoice including budget status, using ITD-0771 form.
 - i. Provide ongoing document handling and filing.
 - j. Closeout project.
 - k. Assumptions:
 - i. Total project duration is anticipated to be 11 months following NTP. Project management activities beyond this timeframe may require a supplemental agreement.
 - ii. The project design will be developed in AutoCAD Civil 3D, using ITD bid items and specifications.
 - iii. Geotechnical services are not included in the scope of work.
 - iv. City standard sidewalk section will be used and the ISPWC standard asphalt pathway section will be used.
 - v. The City will lead all public outreach efforts and J-U-B will support as discussed below.

B. Task 002: Topographic Survey and Boundary

1. For this task J-U-B will:

- a. Prepare up to 16 right-of-entry notifications to adjoining property owners prior to performing field activities.
- b. Establish intervisible project control surrounding the site to be used during the construction phase of the project. The horizontal datum of the control will be State Plane Coordinates (Idaho West Zone), projected to ground values at a point central to the project, and NAVD 88 Vertical Datum.
- c. Perform records research necessary to retrace the existing rights-of-way within the project limits, including Geodetic Reference Monuments, Corner Perpetuation and Filing (CP&F) records, Records of Survey, subdivision plats, historical road records, right-of-way records, and other available survey records as appropriate.
- d. Recover and field-tie existing survey monumentation pertinent to the project. Analyze the survey records relative to recovered monumentation and calculate the existing rights-of-way along N. Boyer Avenue, E. Mountain View Drive, Plaza Lane, Alexander Way, Juniper Drive, and Aspen Way for design purposes.
- e. Utility plans, as-built records, utility maps, and other information provided by utility owners and/or the City will be reviewed and incorporated into the survey mapping where appropriate. Utility locations will be depicted based on available records, utility locate services, and field observations.
- f. Topographic survey will include:
 - i. Extend from the centerline of N. Boyer Avenue to the easterly right-of-way line between E. Mountain View Drive and Alexander Way, as shown on Exhibit 2.
 - ii. Additional topographic survey will be completed at the ADA ramp improvement locations, including the northeast, northwest, and southeast corners of the Boyer Avenue/Mountain View Drive intersection, the Juniper Drive and Aspen Way intersection, and Plaza Lane. Survey limits at each ADA ramp location will extend beyond the proposed improvements as necessary to provide adequate design tie-in information.
 - iii. Survey mapping will include pavement edges, curb and gutter, sidewalks, pathways, pedestrian ramps, roadway striping, approaches, visible utility appurtenances, utility locates provided through Dig Line services, drainage features, signs, fences, trees, vegetation, and sufficient ground elevations to support pathway, ADA, drainage, and traffic design.
- g. Prepare a topographic base map, digital terrain model (DTM), topographic survey and control sheets for design purposes. Contours will be shown at 1-foot intervals.
- h. Conduct (1) field review with the Engineer, prior to beginning survey, to become familiar with the general conditions of the site and needed information.
- i. Conduct (1) field check of the draft survey base map to check existing conditions are accurate.
- j. Collect supplemental data identified during the field check.
- k. Assumptions:
 - i. The City has obtained, any right-of-way necessary for construction. Right-of-way acquisition services are not included in this scope.
 - ii. The City will provide any available right-of-way, easement, or survey documentation, if applicable.
 - iii. Replacement of monuments disturbed during construction and preparation and filing of any required Record of Survey will be completed under a separate construction-phase agreement.
- l. Deliverables:
 - i. A signed and sealed hard copy of the topographic survey and control sheets, along with the digital files in PDF and DWG formats for use in design.

C. Task 003: Environmental

J-U-B will provide environmental services for the project as outlined below. With federal funding in the project, the environmental process will need to follow the National Environmental Policy Act (NEPA). The team assumes the project qualifies for a Categorical Exclusion (CatEx). If studies find that the project is more complex and requires a higher-level environmental document, that work will be completed under a supplemental agreement. For this task J-U-B will:

1. Administer and manage the environmental efforts.
 - a. Assumptions:
 - i. J-U-B environmental leads will attend the internal virtual kickoff meeting (1 hour duration)
 - ii. J-U-B environmental leads will attend 2 monthly project team meetings (30-minute duration)
 - iii. J-U-B environmental leads will attend 2 milestone meetings with LHTAC and City of Sandpoint (1 hour duration)
 - iv. There will be 10 months of active environmental coordination.
2. Prepare a draft and final CatEx/ITD 654 form which includes the following:
 - a. State and local map and project vicinity sketch
 - b. Purpose and need, with project description and limits.
 - c. Project area photos
 - d. Environmental mitigation summary
 - e. Summary of public outreach efforts
 - f. Correspondence and support documentation
 - g. Technical Reports
 - h. Section 4(f) de minimis findings
 - i. Aquatic resources delineation and survey
 - j. Threatened and endangered species assessment and documentation
 - k. Air quality summary
 - l. Visual resources summary
 - m. Hazardous materials assessment and documentation
 - n. Hydrology evaluation
 - o. Socioeconomics summary
 - p. Land use, access, and traffic safety summary
 - q. 6(f) lands determination summary
 - r. FAA Airspace intrusion summary
 - s. Assumptions:
 - i. A desktop survey will be sufficient for the ARDR, or the engineer will perform a site visit if warranted.
 - ii. A noise analysis will not be required for the project.
 - iii. Draft and final De Minimis impact findings will be electronic.
 - iv. Based on the National Wetlands Inventory, no potential wetlands appear to be within the project limits. However, if a desktop survey reveals the need for an in-field aquatic resources survey and delineation, it will be completed during growing season (Approximately May – September). The need for an in-field survey and delineation would require a supplemental task.
 - v. A joint Nationwide Permit is not anticipated for this project and is not included in this scope of work.
 - vi. An air quality analysis is not warranted, and the project will be exempt.
 - vii. A visual resources analysis is not warranted, and the project will be exempt.
 - viii. If an Initial Site Assessment (ISA Phase 1) for hazardous Materials is necessary, this will require a supplemental.
 - ix. This project is anticipated to have no effect for listed species and no ESA Section 7 consultation with the USFWS or NMFS will be required.
 - x. This task includes internal QA/QC time.
 - xi. The draft and final forms will be electronic.

3. Deliverables:
 - i. Draft 654 Form
 - ii. Final 654 Form
4. Complete Cultural Resources Survey and Reports
 - a. Prepare draft and final Archaeological and Historic Survey Reports (AHSR) which includes the following:
 - i. Background research using the Idaho Cultural Resources Information System (ICRIS) and potentially also the Idaho State Historic Preservation Office (SHPO), Idaho Historical Society Archives, National Register of Historic Places (NRHP), Bureau of Land Management (BLM) General Land Office records, and/or the Bonner County Assessor's website.
 - ii. Architectural History survey of built environment resources within the designated Area of Potential Effects (APE)
 - iii. Draft report development and submittal
 - iv. Final report development and submittal
 - b. Assumptions:
 - i. There are at least 2 properties within the APE and historic date range, with the possibility of an additional 4.
 - ii. LHTAC will prepare and submit the 1500 form for Environmental field work.
 - iii. J-U-B will contact ITD Headquarters (HQ) cultural resources staff to discuss the applicable field techniques with the State Highway Archaeologist and/or Architectural Historian to determine the appropriate methodology.
 - iv. The survey will follow all ITD, LHTAC, and SHPO guidelines and standards.
 - v. The City of Sandpoint will provide private property owner information to J-U-B, which will make a reasonable effort to contact property owners in advance of fieldwork.
 - vi. According to the ICRIS database, there are no previously recorded built environment resources within or adjacent to the project limits.
 - vii. J-U-B will upload recorded and updated resource information to ICRIS. Potential field forms will also be completed for each STP to record the location, dimensions, total depth, soil stratigraphy, and any cultural resources encountered.
 - viii. During the fieldwork, buildings cannot be snow-covered.
 - ix. No Section 4(f) evaluations will be required. If one is needed, the work will be completed under a supplemental agreement.
 - x. If any new archaeological sites or built environment resources are encountered, recording and documentation will be covered under a supplemental.
 - xi. J-U-B will submit the draft report to ITD HQ and LHTAC for review.
 - xii. Following ITD HQ's and LHTAC's reviews, the revised report will be submitted to SHPO by the lead agency via ICRIS for review and concurrence.
 - xiii. ITD HQ, LHTAC, and Idaho SHPO each have up to 30 days to complete their reviews.
 - xiv. Should any agency staff require report edits or revisions of the project area, the 30-day review cycle will be reset in ICRIS, starting when the revised report is resubmitted.
 - c. Deliverables:
 - i. ICRIS Database updates
 - ii. Draft AHSR
 - iii. Final AHSR

D. Task 004: Utility Coordination

1. For this task, J-U-B will:
 - a. Develop and maintain a utility contact matrix in Excel, which will be used to track correspondence between each utility company and J-U-B.
 - b. Develop and send initial contact letters via email.
 - c. Hold up to 3 (1/2 hour) utility coordination meetings via Teams.

- d. Reconcile utility linework on the survey base map and send utility companies maps for review.
- e. Coordinate obtaining up to 3 utility hearing waivers for each utility within the project limits
- f. Draft Board Order letter identifying needed relocations if necessary.
- g. Assumptions:
 - i. It is assumed that there are 3 utility companies to coordinate with in the project limits.
 - ii. The sidewalk and pathway design will be adjusted as much as allowable to avoid the relocation of utility poles. If major relocations are required, J-U-B will assess schedule implications and supplemental tasks may be warranted.
- h. Deliverables:
 - i. Utility coordination matrix
 - ii. Up to 3 Board Order letters

E. Task 005: Public Engagement

A Public Hearing is anticipated to be waived since there is no right-of-way acquisition required, there is no substantial change to the layout of function of the roadway, there is no anticipated public controversy, and no anticipated significant social, economic, and/or environmental effects. It is assumed that project information will be presented at a regularly scheduled City Council meeting by City staff.

1. For this task, J-U-B will:

- a. Support the City in public engagement efforts.
- b. Develop one overall project exhibit for the City to use in the presentation to City Council.
- c. Coordinate with the City on presentation material and information.
- d. Help the City respond to public questions, comments, and concerns following the presentation.
- e. Attend one City Council Meeting.
- f. Assumptions:
 - i. The City will generate any needed newspaper press releases or project update content.
 - ii. The City will generate any needed presentation slides for the City Council meeting.
 - iii. Newspaper press releases will be published and paid for directly by Sandpoint.
 - iv. The project presentation/update will be delivered at a regularly scheduled Council meeting.
 - v. The Project Manager will attend the City Council meeting in a support role.
- g. Deliverables:
 - i. One overall project exhibit

F. Task 006: Preliminary Design (90%)

The purpose of this task is to develop a complete preliminary (90%) design, compile it into a package for review, and hold a formal preliminary design review meeting. This task is in parallel with the development of an Environmental Document/ CatEx and provides data to help the Environmental Document progress. Final approval/completion for this task will be the issuance of Design Approval by LHTAC (Design Approval also requires an approved Environmental Document). The project will be designed according to the ITD design manual, Americans with Disabilities Act (ADA), and City of Sandpoint Standards.

1. For this task J-U-B will:

- a. Prepare for and host a design kickoff meeting with the City and LHTAC to review and finalize the design standards and criteria.
- b. Model and design the sidewalk/pathways and ped-ramps to 90%.
- c. Provide stormwater calculations for added impervious areas and perform high level analysis.
- d. Prepare the 90% design package which will include an Engineer's Opinion of Probable Costs and the following plan sheets.

- i. Title Sheet
- ii. Topographic and Control Sheets (4 at 1"=40')
- iii. Typical Sections (1)
- iv. Removal Plan Sheets (7 at 1"=20')
- v. Plan and Profile Sheets (7 at 1"=20')
- vi. Detailed Ramp and Approach Grading Sheets (6)
- vii. RRFB Detail Sheets (2)
- viii. Traffic Control Plans (2 at 1"=40')
- e. This task includes internal QA/QC of the Preliminary Design deliverables.
- f. Assemble and submit the Preliminary Design package.
- g. Plan, coordinate, and attend a Preliminary Design review meeting with LHTAC and the City.
- h. Assumptions:
 - i. The sidewalk and pathway design will be adjusted as much as allowable to avoid the relocation of utility poles.
 - ii. J-U-B will procure unit costs by bid abstract analysis.
 - iii. J-U-B will setup a Bluebeam session for review of the design deliverables. J-U-B will receive and address comments via Bluebeam.
 - iv. A 2-hour Preliminary Design review meeting will be held at Sandpoint City Hall (with virtual attendance optional)
 - (a) Attendees for J-U-B will include the PM and PE
 - v. Changes to the design resulting from the preliminary review will be made during Final Design.
 - vi. Design for relocation or modification to utilities such as City water and sewer is not included in this scope of work.
 - vii. Overall design will consider grading for drainage and stormwater improvements if needed.
 - viii. No Separate Pavement Marking sheets will be included, signing and striping will be shown on the plan sheets.
- i. Deliverables:
 - i. Preliminary Design Plans
 - ii. Preliminary Opinion of Probable Cost
 - iii. Bluebeam comment resolution form
 - iv. QC Documentation
 - v. Preliminary Design checklist

G. Task 007: Final Design (100%)

The purpose of this task is to develop a complete Final Design package for bidding and construction.

1. For this task J-U-B will:

- a. Develop a final model of the sidewalk/pathways and ped-ramps.
- b. Prepare the 100% design package which will include an Engineer's Opinion of Probable Costs, Specifications, and the following plan sheets:
 - i. Title Sheet
 - ii. Topographic and Control Sheets (4 at 1"=40')
 - iii. Typical Sections (1)
 - iv. Removal Plan Sheets (7 at 1"=20')
 - v. Plan and Profile Sheets (7 at 1"=20')
 - vi. Detailed Ramp and Approach Grading Sheets (6)
 - vii. RRFB Detail Sheets (1)
 - viii. Traffic Control Plans (2 at 1"=40')
- c. Prepare a draft working day estimate and construction schedule.
- d. This task includes internal QA/QC of the Final Design deliverables.

- e. Assemble and submit the Final Design package.
- f. Prepare the RE package for LHTAC review and approval.
- g. Prepare the draft Minimum Testing Requirements (MTRs) for LHTAC's use during construction.
- h. Assumptions:
 - i. J-U-B will setup a Bluebeam session for review of the design deliverables. This final review will be to ensure comments from Preliminary Design were addressed.
 - ii. No formal review meeting will be held at this stage in design.
 - iii. Minor "clean-up" comments resulting from the final review will be incorporated into the construction ready plans, specifications, and estimate.
 - iv. No separate drainage sheets will be developed. Drainage items will be shown on the sidewalk plan sheets.
 - v. An estimated 25 items are anticipated for the MTRs.
- i. Deliverables:
 - i. Final Design Plans
 - ii. Final Opinion of Probable Cost
 - iii. Draft Special Provisions
 - iv. Draft MTRs
 - v. Working day estimate
 - vi. Bluebeam comment resolution form
 - vii. QC documentation
 - viii. Final Design Checklist

H. Task 008: Bid Support

- 1. For this task, J-U-B will:
 - a. Assist with review of the bid advertisement for City to publish.
 - b. It is assumed that the City will pursue competitive bidding without pre-qualifying bidders. If pre-qualification of bidders is deemed necessary by the City, the pre-qualification effort shall be lead by the City.
 - c. Assist the City with answering questions from bidders during the bidding period.
 - d. Assist the City with preparation of addenda as necessary to clarify or amend provisions in the Bidding Documents.
 - e. Attend a virtual pre-bid conference and post meeting project site visit.
 - f. Assist the City with answering questions arising from the pre-bid conference.
 - g. Assist the City with reviewing the bids received for general conformance with the bid requirements.
 - a. Assumptions:
 - i. The City will maintain a bidder's list throughout the bidding period.
 - ii. The City will prepare and distribute electronic Bidding Documents to potential bidders through their preferred bidding site.
 - iii. The City will email potential bidders to notify them of the project advertisement.
 - iv. The City will receive and answer questions from bidders arising during the bidding period.
 - v. The City will prepare and issue addenda as necessary to clarify or amend provisions in the Bidding Documents.
 - vi. The City with organize and lead a virtual pre-bid conference. An option on-site visit will follow the virtual meeting. Questions arising from the pre-bid conference will be addressed through an addendum as necessary.
 - vii. In the event all bids are rejected and the City decides to rebid the project in whole or in part, the work associated with redesigning, repacking, and / or rebidding shall be considered an Additional Service.
 - viii. The City will prepare the bid abstract and award documents to be used in making a formal award to the successful bidder.
 - ix. Only the PM will attend the on-site project visit following the pre-bid meeting.

J-U-B FEE SUMMARY

KN 24687 N Boyer Ave SW, E Mnt View to Juniper City of Sandpoint

Date of Print - August 18, 2026

Status: Final

A. SUMMARY ESTIMATED COSTS

		Labor-Hours		Hourly Rate		Raw Labor Cost
1	Project Manager	81	@	\$75.33	= \$	6,101.73
2	Project Engineer	202	@	\$60.92	= \$	12,305.84
3	Quality Control	6	@	\$85.93	= \$	515.58
4	Utilities Lead	35	@	\$43.42	= \$	1,519.70
5	CAD Drafter	235	@	\$42.67	= \$	10,027.45
6	PLS	24	@	\$67.92	= \$	1,630.08
7	Survey Technician	62	@	\$41.69	= \$	2,585.03
8	2- Person Survey Crew	48	@	\$39.61	= \$	1,901.28
9	Environmental Specialist	43	@	\$58.80	= \$	2,528.40
	Environmental Specialist -					
10	Archeological	51	@	\$66.96	= \$	3,414.96
	Environmental Specialist -					
11	Cultural	59	@	\$53.56	= \$	3,160.04
12	Accounting	8	@	\$37.66	= \$	301.28
		TOTAL RAW LABOR COST			=	\$45,991.37
		854				

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

Total Raw Labor Cost		Approved Overhead Rate	
\$45,991.37	X	187.27%	= \$86,128.03

C. NET PROFIT

Total Raw Labor & Overhead		NET PROFIT	
\$132,119.40	X	11.0%	= \$14,533.13

D. FCCM

Total Raw Labor Cost		Approved FCCM Rate	
\$45,991.37	X	1.49%	\$685.27

TOTAL LABOR \$147,337.81

E. REIMBURSABLE EXPENSES

	Estimated
See Expenses Summary	\$ 2,642.18
Expenses Total	\$ 2,642.18

CONTRACT TOTAL = \$149,979.98



LABOR HOUR ESTIMATE

KN 24687 N Boyer Ave SW, E Mnt View to Juniper

City of Sandpoint

Date of Print - August 18, 2026

Status: Final

Status: Final			J-U-B Engineers, Inc.											
TASK	SUBTASK	JUB Hours	Project Manager	Project Engineer	Quality Control	Utilities Lead	CAD Drafter	PLS	Survey Technician	2- Person Survey Crew	Environmental Specialist	Environmental Specialist - Archeological	Environmental Specialist - Cultural	Accounting
1.0 Project Management														
	1.1 Project Setup and Planning	3	1											2
	1.2 Project Internal Kickoff Meeting	10	4	1			1	1			1	1	1	
	1.3 Monthly Project Team (Client) Meetings	14	9	5										
	1.4 Monthly Internal Design Team Meetings	17	5	5		1	5	1						
	1.5 Administration of Team	8	8											
	1.6 Project CPD Schedule	5	5											
	1.7 Monthly Progress Report (0771 form) and Invoice	10	5											5
	1.8 Project Closeout	2	1											1
2.0 Topographic Survey and Boundary														
	2.1 Right-of-Entry Notifications	11	1					2	8					
	2.2 Establish Project Control	10						2	2	6				
	2.3 Records Research for Existing right-of-way	12						2	10					
	2.4 Field tie existing survey monumentation	7						1		6				
	2.5 Utility Records and Digline	2							2					
	2.6 Topographic Survey	35						3		32				
	2.7 Prepare Basemap and digital terrain model	28						4	24					
	2.8 Topo and Control Sheets	22						6	16					
	2.9 Field Review with Engineer and Supplemental Info	10		4				2		4				
3.0 Environmental														
	3.1 Environmental Administration	6									2	2	2	
	3.2 Draft CatEx Form	31	1								30			
	3.3 Final CatEx Form	11	1								10			
	3.4 Background Research for Cultural Surveys	24										8	16	
	3.5 Cultural Field Work	41	1									20	20	
	3.6 Draft AHSR	25	1									12	12	
	3.7 Final AHSR	17	1									8	8	
4.0 Utility Coordination														
	4.1 Develop and Maintain Utility Contact Matrix	6				6								
	4.2 Initial Contact Letters	5	1			4								
	4.3 Utility Coordination Meetings and ongoing communication	8	2			6								
	4.4 Reconcile Utility Linework and create Basemap	11	1			10								
	4.5 Utility Hearing Waivers	4	1			3								
	4.6 Utility Relocation Letters	4	1			3								
5.0 Public Engagement														
	5.1 Develop Project Exhibit for Presentation	6	1	5										
	5.2 Coordination with City on Presentation Material	3	1	2										
	5.3 Assist the City with Questions from the Public	4	1	3										
	5.6 Attend City Council Presentation	2	2											



LABOR HOUR ESTIMATE

KN 24687 N Boyer Ave SW, E Mnt View to Juniper

City of Sandpoint

Date of Print - August 18, 2026

Status: Final

Status: Final			J-U-B Engineers, Inc.											
TASK	SUBTASK	JUB Hours	Project Manager	Project Engineer	Quality Control	Utilities Lead	CAD Drafter	PLS	Survey Technician	2- Person Survey Crew	Environmental Specialist	Environmental Specialist - Archeological	Environmental Specialist - Cultural	Accounting
6.0 Preliminary Design (90%)														
	6.1 Kickoff Meeting with LHTAC and City	3	2	1										
	6.2 Preliminary Model	60		50			10							
	6.3 Preliminary Plans													
	Title Sheet (1)	4		1			3							
	Typical Sections (1)	12		4			8							
	Removal Plan Sheet (7)	55		15			40							
	Plan and Profile Sheets (7)	72		15		2	55							
	Detailed Ramp and Approach Grading Sheets (6)	60		10			50							
	RRFB Details (2)	12		4			8							
	Traffic Control Plans (3)	19		4			15							
	6.4 Preliminary Engineer's Estimate	7	1	6										
	6.5 Internal QA/QC	6	2		4									
	6.6 Assemble and Submit Preliminary Design Package	5	1	2			2							
	6.7 Preliminary Design Review Meeting	5	3	2										
7.0 Final Design (100%)														
	7.1 Finalize Model	20		15			5							
	7.2 Final Plans													
	Title Sheet (1)	1					1							
	Typical Sections (1)	2					2							
	Removal Plan Sheet (7)	10		2			8							
	Plan and Profile Sheets (7)	10		2			8							
	Detailed Ramp and Approach Grading Sheets (6)	10		5			5							
	RRFB Details (2)	4		1			3							
	Traffic Control Plans (3)	7		1			6							
	7.3 Draft Working Day Estimate	7	1	6										
	7.4 Final Engineer's Estimate	6	1	5										
	7.5 Draft Special Provisions	7	1	6										
	7.6 Internal QA/QC	3	1		2									
	7.7 Assemble and Submit Final Design Package	3	1	2										
	7.8 Resident Engineer Package	6		6										
	7.9 Draft Minimum Testing Requirements	10	10											
8.0 Bid Support														
	8.1 Assist City with Review of Bid Advertisement and Materials	1		1										
	8.2 Answer questions during bidding	2		2										
	8.3 Prepare Addenda	6		6										
	8.4 Pre-Bid Meeting and Site Visit	3	2	1										
	8.5 Answer questions from pre-bid	1		1										
	8.6 Review received bids	1		1										
Total		854	81	202	6	35	235	24	62	48	43	51	59	8

J-U-B ENGINEERS, Inc.				
Item	Unit	Quantity	Unit Cost	Estimated Expense
Lodging*	EA	3	\$ 110.00	\$ 330.00
Per Diem Full Day*	EA	1	\$ 68.00	\$ 68.00
Per Diem Half Day*	EA	4	\$ 51.00	\$ 204.00
Air Travel				\$ 1,061.00
Airport Parking				\$ 126.00
Mileage	Mile	435	\$ 0.725	\$ 315.38
GPS	HR	10	\$ 53.78	\$ 537.80
Estimated Lodging Expense				\$ 330.00
Estimated ME&I Expense				\$ 272.00
J-U-B ENGINEERS Estimated Total Expenses				\$ 2,642.18

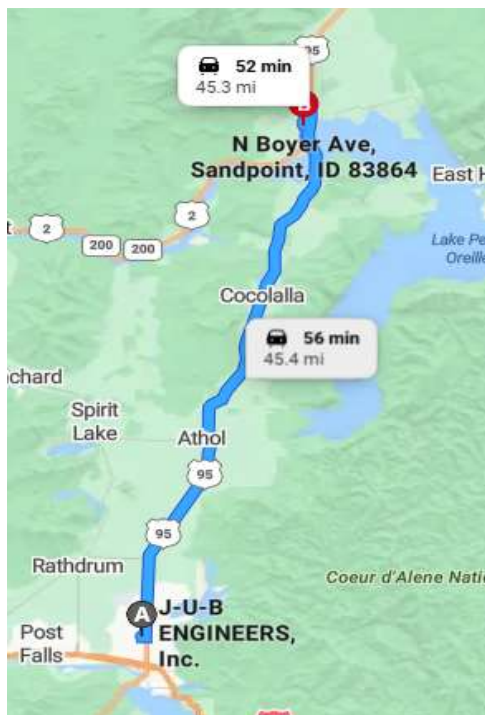
* Check the latest Federal Per Diem rates for the project area and update as appropriate.

Round Trip from SIA		162
Cultural Field Work	1	162
Round Trips from CDA office		91
Site Review	1	91
Public Meeting		0
Survey	2	182
Council Meeting		0
Pre-Bid Meeting		0
Total		435

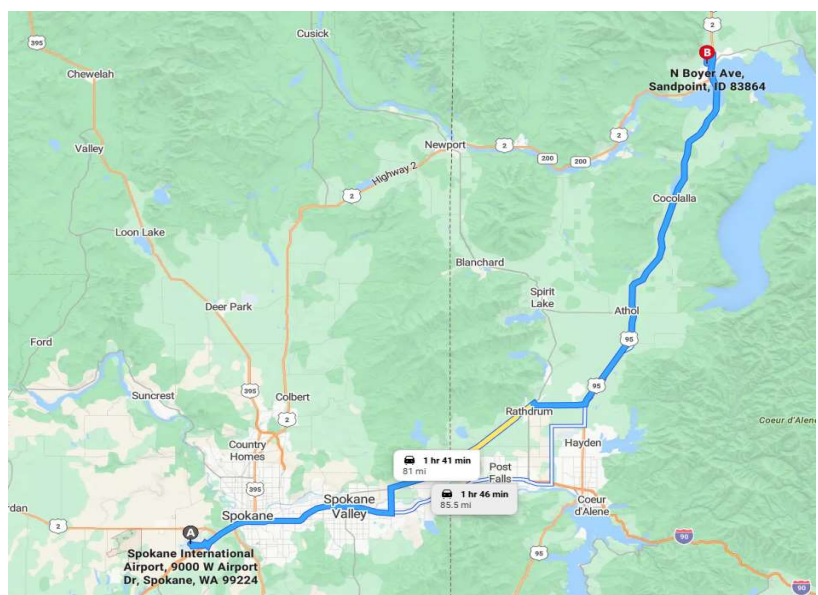
Travel Assumptions	
Project Task	Mileage
002 f. Topographic Survey (travel to site and back)	91
002 i. Field check by engineer (travel to site and back)	91
002 j. Supplemental Topographic Survey (travel to site and back)	91
003 4. Cultural and Historical Resources Field Work (travel to site and back to SIA)	162
Total	435

Per Diem Days and Lodging/Travel Assumptions					
Project Task	First/Last Day	Full Day	Lodging	Flight	Airport Parking
003 4. Cultural Survey (person traveling from Dallas)	2	1	2	\$554	\$96
003 4. Cultural Survey (person traveling from Boise)	2		1	\$507	\$30

From CDA office



From SIA



DFW Airport Parking



FlightsParkShop/Dine/ServicesExploreBusiness & CommunitySupport

Terminal Benefits

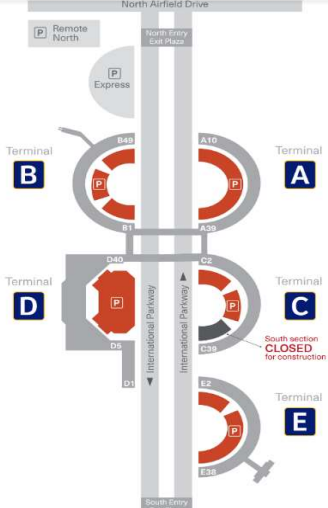
- Convenient parking directly next to all five DFW terminals
- Closest to gate
- Parking guidance system in garages A, D and E
- Contactless payment options (no cash payment accepted)
- Prebooked Parking Available (*Not Valid for DFW Airport Valet)
- ADA spaces available on Levels 1 and 3 for direct terminal access
- For more ADA parking information, please visit the [Accessibility](#) page

Why Prebook Parking

- Save up to 50% off when you prebook
- Promotional offers that provide deeper discounts
- Take advantage of the convenience of booking in advance

Daily Rates

Time	Daily Rate
0 - 8 mins	\$9.00
8 - 30 mins	\$2.00
30 mins - 2 hrs	\$3.00
2 - 4 hrs	\$10.00
4 - 6 hrs	\$12.00
6 - 24 hrs	\$32.00



Roundtrip Flight: DFW - GEG

All filters

Stops

Airlines

Bags

Price

Times

Emissions

Connecting airports

Duration

Best

Cheapest from \$533

Top departing flights

Ranked based on price and convenience ⓘ Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply. [Passenger assistance](#) info. [Sorted by top flights](#) ⬆

	6:20 AM – 11:03 AM Alaska · Operated by SkyWest Airlines as Alaska ...	6 hr 43 min DFW–GEG	1 stop 1 hr 12 min SEA	275 kg CO2e -6% emissions ⓘ	1 bag 0 checked \$554 round trip
---	--	------------------------	---------------------------	--------------------------------	-------------------------------------

Roundtrip Flight: BOI-GEG

All filters

Stops

Airlines

Bags

Price

Times

Emissions

Connecting airports

Duration

Best

Cheapest from \$457

Top departing flights

Ranked based on price and convenience ⓘ Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply. [Passenger assistance](#) info. [Sorted by top flights](#) ⬆

	7:30 AM – 7:43 AM Alaska · Operated by SkyWest Airlines as Alaska ...	1 hr 13 min BOI–GEG	Nonstop	83 kg CO2e Avg emissions ⓘ	1 bag 0 checked \$507 round trip
---	---	------------------------	---------	-------------------------------	-------------------------------------

BOI Airport Parking



FlightsParking & TransportationAirport GuideTravel Planner



PARKING RATES

ECONOMY LOT	\$10.00/day \$2.00/hour
LONG-TERM SURFACE	\$17.00/day \$2.00/hour
LONG-TERM EAST GARAGE	\$20.00/day \$2.00/hour
LONG-TERM MAIN GARAGE	\$23.00/day \$2.00/hour
SHORT-TERM	\$30.00/day \$2.00/hour

J-U-B LABOR CATEGORIES

KN 24687 N Boyer Ave SW, E Mnt View to Juniper

City of Sandpoint

Date of Print - August 24, 2026

Status: Final

Employee Name	Certified Wage Rate	Project Manager		Project Engineer		Quality Control		Utilities Lead		CAD Drafter		PLS		Survey Technician		2- Person Survey Crew		Environmental Specialist		Environmental Specialist - Archaeological		Environmental Specialist - Cultural		Accounting	
		% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage	% of Category Time	Adjusted Wage
Karie Gullickson	\$75.33	100%	\$75.33		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Brian Klatt	\$60.92		\$0.00	100%	\$60.92		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Kevin P Smith	\$85.93		\$0.00		\$0.00	100%	\$85.93		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Shawna Conery	\$43.42		\$0.00		\$0.00		\$0.00	100%	\$43.42		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Brannen Reasor	\$42.67		\$0.00		\$0.00		\$0.00		\$0.00	100.00%	\$42.67		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Jeremy Russell	\$82.37		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	50%	\$41.19		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Jesse Studebaker	\$53.47		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	50%	\$26.74		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Kaci Medlock	\$28.08		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	40%	\$11.23		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
David Grebe	\$50.77		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	60%	\$30.46		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Shawn Buck	\$39.22		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	50%	\$19.61		\$0.00		\$0.00		\$0.00		\$0.00
Zach Magee	\$40.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	50%	\$20.00		\$0.00		\$0.00		\$0.00		\$0.00
Tyler Schade	\$58.80		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	100%	\$58.80		\$0.00		\$0.00		\$0.00
Jamie Vandagriff	\$66.96		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	100%	\$66.96		\$0.00		\$0.00
Emily Perkins	\$53.56		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	100%	\$53.56		\$0.00
Kimberly Utecht	\$37.66		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	100%	\$37.66
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Average Hourly Rate		100%	\$75.33	100%	\$60.92	100%	\$85.93	100%	\$43.42	100%	\$42.67	100%	\$67.92	100%	\$41.69	100%	\$39.61	100%	\$58.80	100%	\$66.96	100%	\$53.56	100%	\$37.66