

**COUNCIL MEMBERS:**

SHAWN BARIGAR	DON HALL	SUZANNE HAWKINS	GREGORY LANTING	JIM MUNN, JR.	REBECCA MILLS SOJKA	CHRIS TALKINGTON
<i>Vice Mayor</i>			<i>Mayor</i>			



**AGENDA**  
 Meeting of the Twin Falls City Council  
**Monday, September 16, 2013**  
 City Council Chambers  
 305 3<sup>rd</sup> Avenue East -Twin Falls, Idaho

**5:00 P.M.**

PLEDGE OF ALLEGIANCE TO THE FLAG  
 CONFIRMATION OF QUORUM  
 INTRODUCTION OF STAFF  
 CONSIDERATION OF THE AMENDMENTS TO THE AGENDA  
 PROCLAMATIONS: None

AGENDA ITEMS	Purpose	By:
<b>I. <u>CONSENT CALENDAR:</u></b>		
1. Consideration of a request to approve the accounts payable for September 10 – 16, 2013.	Action	Sharon Bryan
2. Consideration of a request to approve the August 19, 2013, August 22, 2013, and August 26, 2013, Minutes.	Action	Leila A. Sanchez
3. Consideration of a request to approve the annual Twin Falls High School Homecoming Parade to be held on Friday, September 27, 2013, and the annual Bonfire to be held on Thursday, September 26, 2013.	Action	Sgt. Ryan Howe
<b>II. <u>ITEMS FOR CONSIDERATION:</u></b>		
1. Consideration of a request to approve and authorize the City Engineer to sign a contract with CH2M Hill for the WWTP Phase 2 Expansion Project for the Preliminary Design, Final Design, and Bid Period Services in the amount not to exceed \$3,170,956.	Action	Troy Vitek
2. Presentation by Jim O'Donnell, Air Show Director, regarding the Air Magic Valley Air Show Organization's Future Plans.	Presentation	Jim O'Donnell
3. Public input and/or items from the City Manager and City Council.		
<b>III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u></b>		
<b>IV. <u>PUBLIC HEARINGS:</u>           None</b>		
<b>V. <u>ADJOURNMENT:</u></b>		

*Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.*

### Twin Falls City Council-Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor shall review the public hearing procedures.
  2. Individuals wishing to testify or speak before the City Council shall wait to be recognized by the Mayor, approach the microphone/podium, state their name and address, then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the City Clerk. The City Clerk shall make an audio recording of the Public Hearing.
  3. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
    - A complete explanation and description of the request.
    - Why the request is being made.
    - Location of the Property.
    - Impacts on the surrounding properties and efforts to mitigate those impacts.Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor.
  4. A City Staff Report shall summarize the application and history of the request.
    - The City Council may ask questions of staff or the applicant pertaining to the request.
  5. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor may limit public testimony to no less than two minutes per person.
    - Five or more individuals, having received personal public notice of the application under consideration, may select by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the mayor. The spokesperson shall be limited to 15 minutes.
    - Written comments, including e-mail, shall be either read into the record or displayed to the public on the overhead projector.
    - Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
  6. Following the Public Testimony and Applicant's response, the hearing shall continue. The City Council, as recognized by the Mayor, shall be allowed to question the Applicant, Staff or anyone who has testified. The Mayor may again establish time limits.
  7. The Mayor shall close the Public Hearing. The City Council shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- \* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor.



**Present:** Shawn Barigar, Don Hall, Suzanne Hawkins, Gregory Lanting, Jim Munn, Jr. Rebecca Mills Sojka, Chris Talkington  
**Absent:** None  
**Staff Present:** City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Chief Finance Officer Lorie Race, Budget Coordinator Pat Lehmann, City Engineer Jacqueline Fields, Assistant to the City Manager Mike Williams, IS Project Coordinator Tami Lauda, IS Manager Mick Turner, Police Chief Brian Pike, Community Development Director Mitch Humble, Fire Chief Ron Clark, PIO Josh Palmer, Parks & Recreation Director Dennis Bowyer, Assistant Finance Director Brent Hyatt, Finance Accountant Bill Baxter, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Mayor Lanting called the meeting to order at 5:00 P.M. He then invited all present, who wished to, to recite the pledge of Allegiance to the Flag with him. Mayor Lanting introduced staff.

**CONSIDERATION OF THE AMENDMENTS TO THE AGENDA:**

City Manager Rothweiler and the Council requested the following be added to the agenda:

- Consideration of a request to approve an Alcohol License Application for San Angel Mexican Restaurant located at 164 Main Avenue North.
- Executive Session 67-2345(1) (a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elected office or deliberations about staffing in general.
- Executive Session 67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student.
- Executive Session 67-2345(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in others states or nations.

**MOTION:**

Councilperson Talkington made the motion to amend the agenda as presented. The motion was seconded by Vice Mayor Hall and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

**PROCLAMATIONS: United Way of South Central Idaho Kick Off**

Mayor Lanting read the proclamation.

**I. CONSENT CALENDAR:**

1. Consideration of a request to approve the accounts payable for the week of August 6 - 19, 2013, \$1,551,643.93
  - a. Prepay, August 6, 2013, total: \$20,898.00
  - b. Payroll, August 16, 2013, total: \$116,242.04
  - c. Prepay, August 19, 2013, total: \$4,500
2. Consideration of a request to approve an Alcohol License transfer of ownership for new owner, Royalty, Inc. dba La Casita, 111 S Park Avenue.
3. Consideration of a request to approve the July 22, 2013, and August 5, 2013, Council Minutes.
4. Consideration of a request to approve "The Cove's 6<sup>th</sup> Camp-Out" in remembrance of Charlotte Meyers to be held on Saturday, September 14, 2013.
5. Consideration of a request to approve the Wings and Things Ultimate Fundraiser sponsored by the Twin Falls Optimist Club to be held in the Twin Falls City Park on Saturday, September 7, 2013, from 12:00 p.m. to 5:00 p.m.
6. Consideration of a request to approve the Findings of Fact, Conclusions of Law, and Decision for:
  - V. Vacation for First Federal Savings Bank.
  - VI. Zoning District Change & Zoning Map Amendment for TOMERYL, LLC.
7. Consideration of a request to approve the Trust Agreement and Phase Control Development Notice for specific lots in Phase 1 and Phase 2 of the Grandview Estates Subdivision.
8. Consideration of a request to approve the Improvement Agreement for the Canyon Trails Subdivision No. 6, Phase 6A.
9. Consideration of a request to accept two waterline easements for First Federal Bank on Shoshone Street.
10. Consideration of a request to approve the Parks In Lieu Contribution for the Dunthorn Subdivision in the amount of \$256.05.
11. Consideration of a request to approve an Alcohol License Application for San Angel Mexican Restaurant located at 164 Main Avenue North.

**MOTION:**

Vice Mayor Hall made a motion to approve the Consent Calendar as amended. The motion was seconded by Councilperson Hawkins and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

**II. ITEMS FOR CONSIDERATION:**

1. A presentation of funds from the YMCA and the Magic Valley K9 Social Club for the development of Baxter's Park by Gary Ettenger, Steve Vawser & Leah Scrimpsheer.

Parks & Recreation Director Bowyer explained the request.

Gary Ettenger reported on the Fast and the Furriest 5K fun run and the Day for the Dogs events. Approximately \$1,650 has been raised to go toward Baxter's Park.

Leah Scrimpsheer stated that the Twin Falls 2nd Annual Dierkes Lake Pooch Splash event will take place on September 14, 2013, from 10:00 a.m. until 2:00 p.m.

2. Consideration of a request to adopt Ordinance 3054, for vacation of property located between Lot 1 and Lot 14, Block 14, of the Canyon Trails Subdivision No. 5.

Community Development Director Humble explained the request.

Staff recommends that the Council adopt Ordinance 3054, allowing the developer/engineer to redevelop the site.

Council discussion followed.

Mayor Lanting asked when the completion of Park View Drive from Federation to Pole Line is planned.

Tim Vawser, EHM Engineers, representing the applicant, stated the Improvement Agreement for the Canyon Trails Subdivision No. 6, Phase 6A was approved at tonight's meeting and with the pending sale of the property to the prospective developer within the commercial portion, Gary Nelson believes he has a possibility of finishing up Parkview Drive at this time. In addition, a retention basin is planned along the eleven lots on Federation Road and Parkview Drive.

**MOTION:**

Councilperson Talkington made the motion to suspend the rules and place Ordinance 3054, entitled: AN ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, VACATING THE REAL PROPERTY DESCRIBED BELOW AND PROVIDING FOR VESTING OF TITLE TO THE PROPERTY SO VACATED.

on third and final reading by title only. The motion was seconded by Councilperson Mills Sojka and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Deputy City Clerk Sanchez read the ordinance.

**MOTION:**

Vice Mayor Hall made the motion to adopt Ordinance 3054. The motion was seconded by Councilperson Mills Sojka and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

3. Consideration of a request to adopt the Utility Rate Resolution 1907 for Fiscal Year 2013-2014.

Chief Finance Director Race explained the request.

On May 21, 2013, the citizens of the City of Twin Falls voted and approved a \$38 million revenue bond for improvements at the wastewater treatment plant and the wastewater collection lines. Debt in the Wastewater Fund is estimated to increase by approximately \$2.12 million, and a 27% increase in rates is needed to cover this new debt.

The current maximum sewer rate for residential customers is \$19.29 per month. The 27% rate adjustment will increase this by \$5.21 to \$24.50 per month. The effect on other users is dependent on the metered water use each month.

The Fiscal Year 2013-2014 budget contains the anticipated revenues that would be generated by increasing sewer rates 27%. The revenue will go towards the new debt service.

Staff recommends that the Council adopt the new utility rate resolution, effective October 1, 2013.

Council discussion followed.

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Councilperson Mills Sojka asked if the Garbage and Rubbish Fees of \$16.99 includes the \$0.29 for code enforcement.

Chief Finance Director Race answered in the affirmative.

**MOTION:**

Councilperson Barigar made the motion to adopt Resolution 1907. The motion was seconded by Councilperson Munn.

Councilperson Mills Sojka stated her concern of increasing the rate for code enforcement.

**MOTION:**

Councilperson Mills Sojka made an amendment to the main motion to decrease the Sanitation Fee by \$ .29 per month. The motion was seconded by Councilperson Talkington.

Council discussion followed.

Mayor Lanting, Councilpersons Munn and Talkington spoke in favor of more code enforcement.

Councilperson Mills Sojka stated that code enforcement is not needed or wanted and believes the City has adequate code enforcement.

Roll call vote on the amendment to the main motion showed Councilperson Mills Sojka voted in favor of the motion. Councilpersons Barigar, Hall, Hawkins, Lanting, Munn and Talkington voted against the motion. Failed 1 to 6.

Roll call vote on the main motion showed Councilpersons Barigar, Hall, Hawkins, Lanting, Munn and Talkington voted in favor of the motion. Councilperson Mills Sojka voted against the motion. Approved 6 to 1.

4. Continue discussion on the budget for the upcoming fiscal year.

City Manager Rothweiler stated that this time has been reserved for Council in the event that Council has additional questions on the budget.

Council discussion followed.

-Unanticipated funds

City Manager Rothweiler explained that at the end of the year and prior to the audit, the Council will be asked to adopt an ordinance amending the budget for FY 2013.

Councilperson Talkington, liaison to the Library, reported that at a recent meeting the Library Foundation proposed to the Library Board to have a joint funding project in the upcoming year that will provide the Foundation with a permanent home and a place to house the bookmobile.

5. Public input and/or items from the City Manager and City Council.

Councilperson Mills Sojka reported on the Fill the Boot Campaign in which the goal of \$12,000 was met. She also reported that Council Hours will be held on Tuesday, August 20, 2013, from 6:00 p.m. to 7:00 p.m. in the Council Overflow Room.

City Manager Rothweiler stated that the Airport will be hosting an exercise of its emergency plan on Wednesday, September 18<sup>th</sup>. Jim O'Donnell, Chairman of the Airport Board and coordinator for the emergency exercise would like to extend invitations to all City Council members to observe the drill. The meeting point for interested observers will be at Reeder's at 8:30 a.m.

EXECUTIVE SESSIONS

- Executive Session 67-2345(1) (a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elected office or deliberations about staffing in general.
- Executive Session 67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student.
- Executive Session 67-2345(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in others states or nations.

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**MOTION:**

Councilperson Barigar made the motion to adjourn to Executive Sessions 67-2345(1)(a), 67-2345(1)(b), 67-2345(1)(e). The motion was seconded by Vice Mayor Hall and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Adjourned at 5:45 p.m.

Reconvened at 6:05 p.m.

**III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS**

**IV. PUBLIC HEARINGS: 6:00 p.m.**

1. A public hearing and adoption of the annual appropriations ordinance for the City of Twin Falls for the FY 2014 Budget.

City Manager Rothweiler explained that on August 5, 2013, the City Council adopted the tentative budget for FY 2014, setting the maximum expenditure of \$52,937,917.

He explained the following:

- Implement 2030 City of Twin Falls Strategic Planning goals and objectives to realize outcomes
- Limit Tax Collections and Corresponding Revenues
- Continue with Phase II of the City's Compensation Strategy
- Develop Funding Solutions for infrastructure Systems and Enhance Water Redundancy: Street Fund, Water Fund, and Waste Water Fund
- Continue to Pursue Innovative Strategies and Find More Effective Outcomes
- 2014 Fiscal Year Budget Summary & Overview
- Property Tax Overview & Analysis
- Water Fund – Revenues and Expenditures
- Sewer Fund – Revenues and Expenditures
- Sanitation Fund – Revenues and Expenditures
- Public Input and Transparency

City Staff recommends the adoption of the budget for the 2013-2014 Fiscal year.

Council discussion followed.

- Taxable rate
- Homeowner's exemption
- Health insurance costs
- Physical and mental wellness programs

Mayor Lanting opened up the public input portion of the meeting.

Mark Alexander, 1152 South Stevens in Filer, Idaho, Magic Valley Trail Enhancement Committee, spoke in support of the expansion of the trail system.

Jaime Teague, 823 Grace Drive West in Twin Falls, Magic Valley Trail Enhancement Committee, spoke in support of the expansion of the trail system. She explained that the committee has been raising money to go towards expanding and improving the trail system.

Closed the public input portion of the hearing.

Council discussion followed:

- Trail System connections
- Regrind/impacted trail
- \$20,000 for trail signage and maps
- Impact fees to appropriate to the trail project

City Manager Rothweiler explained that the cost to connect the trail between Todd Blass's property to the Evel Knievel location is approximately \$650,000. The entire trail system is 4.1 miles that could be completed at a cost \$1,118,000.

Community Development Director Humble stated that a PUD is in place in which the City has an opportunity to negotiate with the property owner for a temporary alignment of the trail with a temporary surface. The PUD requires the developer of the property to build a permanent trail in a more fitting location as the streets are developed. The temporary alignment will be placed as far north as possible. It will be gravel and fenced to separate the current use of the property.

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Parks & Recreation Director Bowyer stated that the City paid for the paving for the trail from Quailridge Estates to Dierkes Lake and the developer paid for the preliminary work. A road base was placed on the trail. The cost for paving was less than \$30,000 for 1,300 linear feet.

Councilperson Barigar stated that the City obtained the easement when the plat was vacated for the Pillar Falls property and if the City chose to, could build the trail. He asked if there is a process in which the City can be reimbursed by the developer for paving of the trail.

City Attorney Wonderlich stated that the City does not have a mechanism for reimbursement by the developer to the City for the work completed.

Councilperson Barigar explained the importance of partnering with the Twin Falls Magic Valley Trail Enhancement Committee and other groups.

**MOTION:**

Councilperson Barigar made the motion to allocate \$30,000 to the employee wellness program in Human Resources. The motion was seconded by Vice Mayor Hall and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

**MOTION:**

Councilperson Talkington made the motion to utilize the remaining approximately \$208,000 in a dedicated Twin Falls Canyon Rim Trail System Project for 2014 application. The motion was seconded by Councilperson Barigar.

Council discussion followed.

Councilperson Hawkins recommended using a portion of the funds for a Youth Council scholarship to graduating seniors. The scholarship would be an incentive for obtaining membership and would start a base program to the students.

City Attorney Wonderlich stated the City of Twin Falls cannot gift to a private person a scholarship but will seek other ways in which the City can assist individuals on the Youth Council.

Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

**MOTION:**

Councilperson Mills Sojka made a motion to restrict professional contract services to a maximum of 1.9%, which are the MCI and CPI for 2013. The motion was seconded by Councilperson Talkington. Roll call vote showed Councilperson Mills Sojka voted in favor of the motion. Councilpersons Barigar, Hall, Hawkins, Lanting, Munn, and Talkington voted against the motion. Failed 6 to 1.

The Council adjourned to Executive Session at 7:15 p.m.

The Council reconvened at 7:49 p.m.

City Manager Rothweiler explained the two changes made to Ordinance 3055.

**MOTION:**

Councilperson Hall made the motion to suspend the rules and place Ordinance 3055, entitled:

AN ORDINANCE OF THE CITY OF TWIN FALLS, IDAHO, APPROPRIATING \$52,937,917 FOR THE 2014 FISCAL YEAR TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF TWIN FALLS; PROVIDING FOR THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE; LEVYING AD VALOREM TAXES IN THE AMOUNT OF \$17,286,791 FOR THE 2014 FISCAL YEAR; PROVIDING THAT A COPY OF THIS ORDINANCE SHALL BE FILED WITH THE COUNTY COMMISSIONERS OF TWIN FALLS COUNTY, IDAHO AND WITH THE SECRETARY OF STATE OF THE STATE OF IDAHO; PROVIDING FOR THIS ORDINANCE TO TAKE EFFECT UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW, THE RULE REQUIRING THAT AN ORDINANCE BE READ ON THREE SEPARATE OCCASIONS HAVING BEEN SUSPENDED.

on third and final reading by title only. The motion was seconded by Councilperson Talkington. Roll call vote showed all members present voted in favor of the motion.

Deputy City Clerk Sanchez read the ordinance.

**MOTION:**

Councilperson Barigar made the motion to adopt Ordinance 3055. The motion was seconded by Councilperson Hawkins.

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Council discussion followed:

Councilperson Mills Sojka stated that she could not support \$46,000 for Personnel Training, 3 Patrol Positions; \$18,000 for Police Vehicles, Sanitation Fee increase for code enforcement.

Roll call vote showed Councilpersons Barigar, Hall, Hawkins, Lanting, Munn, and Talkington voted in favor of the motion. Councilperson Mills Sojka voted against the motion. Approved 6 to 1.

V. **ADJOURNMENT:** The meeting adjourned at 8:00 p.m.

Leila A. Sanchez  
Deputy City Clerk/Recording Secretary

# MINUTES

## CITY OF TWIN FALLS, IDAHO SPECIAL MEETING

A Special Meeting of the City Council will be held in the City Council Chambers located at 305 Third Avenue East, on Thursday, August 22, 2013, at 4:00 P.M.

Purpose of the meeting:

1. Discussion on the 2014 Fiscal Year Budget
2. Adjourn to Executive Session 67-2345(1)(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in others states or nations.

Leila Sanchez  
Deputy City Clerk

Present: Shawn Barigar, Don Hall, Suzanne Hawkins, Gregory Lanting, Jim Munn, Jr., Rebecca Mills Sojka, Chris Talkington

Absent: None

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Chief Finance Officer Lorie Race, Budget Coordinator Pat Lehmann, Police Chief Brian Pike, Community Development Director Mitch Humble, Human Resources Director Susan Harris, Asst. to the City Manager Mike Williams, Economic Development Director Melinda Anderson, IS Manager Mick Turner, Fire Chief Ron Clark, PIO Josh Palmer, Parks & Recreation Director Dennis Bowyer, Assistant Finance Director Brent Hyatt, Finance Accountant Bill Baxter, Airport Manager Bill Carberry, Assistant City Engineer Troy Vitek, Captain Matt Hicks, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Mayor Lanting called the meeting to order at 5:00 P.M. He then invited all present, who wished to, to recite the pledge of Allegiance to the Flag with him. Mayor Lanting introduced staff.

#### 1. Discussion on the 2014 Fiscal Year Budget

City Manager Rothweiler explained the budget (\$52,937,917) was adopted on August 19, 2013. Based upon information received from the County Assessor's Office on August 19, 2013, the total taxable value of the City was \$2,335,649,471. On August 19, 2013, staff received an email from the County with a series of spreadsheets that basically said for the City to use the number of \$2,408,000,000, to calculate the tax rate. Staff believed a correction would be made. On August 20, 2013, the County adjusted that number to \$2,193,567,098. The market value went from \$2,335,649,471 to \$2,193,567,098 in a span of a matter of hours. The County made an error which was a result of a new process due to the legislature's change on how personal property taxes are now calculated. Chobani's personal property tax of \$214,000,000 was credited to the City and all the other taxing entities outside of the Urban Renewal Agency. When the error was caught, the \$214,000,000 was credited to the Urban Renewal Agency Revenue Allocation 3 and was removed from Twin Falls County, Twin Falls School District, The College of Southern Idaho and the City of Twin Falls total taxable values.

Pre-August 20, 2013, the tax rate was projected to decrease from FY 2013. Determining the tax rate uses a mathematical formula: total government spending on total property collections of \$17,286,000 divided by the total taxable value of the City, which equals \$7.40. The tax rate illustrates the proportionate share of what you owe in taxes for every \$1,000 of value of property. Post-August 20, the revenue side remained unchanged because the City anticipates collecting a 3% increase in revenue but what did change was the denominator, which is the total taxable value of the City. The new tax rate is \$7.88, should government tax collection revenue remain unchanged. The tax rate the previous year was \$7.71. The tax rate in 2007 was \$7.83. \$1.5 million dollars would need to be cut out of the adopted budget should the Council choose to keep the tax rate at \$7.40.

If the Council chooses to keep the rate flat at \$7.71, the total taxable revenues will need to be reduced by \$359,216. The team is prepared to assist the Council for any action or questions they may have for staff.

Council discussion followed:

Councilperson Mills Sojka, Barigar and Hawkins, stated they committed to take the statutory allowed 3% increase amount and spoke in favor of not making any changes to the budget.

Councilperson Barigar stated that the budget was established from community input that came from the Strategic Plan and community input through the budget process.

Vice Mayor Hall asked what budget cuts would need to be made should the Council choose to keep the tax rate at \$7.40.

City Manager Rothweiler recommended the following cuts be made if the tax rate is changed:

- Reduction to the Twin Falls Canyon Rim Trails from \$208,000 to \$150,000
- Reduction to City Manager Personnel Training from \$46,000 to \$23,000
- Reduction to Twin Falls Public Library of \$17,000
- Reduction to the Contingency Fund from \$211,000 to \$200,000
- Remove the Human Resources Employee Wellness Program
- Remove Airport Vehicle
- Postpone the Parks Master Plan
- Remove Intern Positions
- Remove Municipal Program Outsource Grant with the exception of the band
- Remove Grant Writer Position
- Remove Swimming Pool Landscaping
- Remove Community Garden

City Manager Rothweiler responded to Councilperson Hawkins' question and explained that if a 2% increase in revenue was approved, the amount of new revenue collected would be reduced by \$166,000 and would make the tax rate \$7.80.

**MOTION:**

Councilperson Munn made the motion to reduce the tax rate to \$7.71 per \$1,000 per taxable value and make subsequent cuts to drop the rate. The motion was seconded by Councilperson Talkington.

Council discussion followed.

Councilperson Talkington stated that the County Assessor's Office through human error has cost the Council a great loss of faith with persons who diligently followed the budget.

Councilperson Munn explained that the majority of the objectives outlined in the Strategic Plan will be met with the reductions made in the budget.

Mayor Lanting stated that during the budgeting process, Council was under the assumption the rate would be \$8.04, and now with the new information from the County the rate decreased to \$7.88; therefore he will be voting against the motion.

Roll call vote showed Councilpersons Munn and Talkington voted in favor of the motion. Councilpersons Barigar, Hall, Hawkins, Lanting, and Mills Sojka voted against the motion. Failed 2 to 5.

2. Adjourn to Executive Session 67-2345(1)(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in others states or nations.

**MOTION:**

Councilperson Mills Sojka made a motion to adjourn to Executive Session pursuant to Idaho Code 67-2345(1)(e). The motion was seconded by Councilperson Barigar and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

The meeting adjourned at 6:17 p.m.

Leila A. Sanchez  
Deputy City Clerk/Recording Secretary

COUNCIL MEMBERS:

SHAWN	DON	SUZANNE	GREGORY	JIM	REBECCA	CHRIS
BARIGAR	HALL	HAWKINS	LANTING	MUNN, JR.	MILLS SOJKA	TALKINGTON

*Vice Mayor*

*Mayor*

**MINUTES**

Meeting of the Twin Falls City Council  
**Monday, August 26, 2013**  
 City Council Chambers  
 305 3<sup>rd</sup> Avenue East -Twin Falls, Idaho



**6:00 P.M.**

PLEDGE OF ALLEGIANCE TO THE FLAG  
 CONFIRMATION OF QUORUM  
 INTRODUCTION OF STAFF  
 CONSIDERATION OF THE AMENDMENTS TO THE AGENDA  
**PROCLAMATIONS: None**

AGENDA ITEMS	Purpose	By:
<b>I. <u>CONSENT CALENDAR:</u></b> 1. Consideration of a request to approve the accounts payable for the week of August 20–26, 2013, total: \$3,955,891.08. 2. Consideration of a request to approve the Special Events Application for the Perrine Bridge Festival to be held on Saturday, September 7, 2013, from 7:00 a.m. until 4:00 p.m.	Action Action	<u>Staff Report</u> Sharon Bryan  Ryan Howe
<b>II. <u>ITEMS FOR CONSIDERATION:</u></b> 1. Presentation of the 2013 CDFA Excellence in Tax Increment Finance Award from the Council of Development Finance Agencies annual summit in Washington D.C. 2. Consideration of a request to approve a change order from Stanley Associates, Inc., in the amount of \$13,755, for the completion of the Public Works Complex shower room, locker room, and office. 3. Public input and/or items from the City Manager and City Council.	Presentation Action	Melinda Anderson  Robert Bohling
<b>III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS</u></b>		
<b>IV. <u>PUBLIC HEARINGS: 6:00 p.m.</u></b> 1. Consideration of a request to approve an Ordinance adopting an Amended Urban Renewal Plan for Revenue Allocation Area #4-1.	PH	Melinda Anderson
<b>V. <u>ADJOURNMENT:</u></b>		

*Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.*

**Present:** Shawn Barigar, Don Hall, Suzanne Hawkins, Gregory Lanting, Jim Munn, Jr. Rebecca Mills Sojka, Chris Talkington  
**Absent:** None  
**Staff Present:** City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Community Development Director Mitchel Humble, Economic Development Director Melinda Anderson, Sif. Sergeant Ryan Howe, Water Superintendent Robert Bohling, PIO Josh Palmer, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Mayor Lanting called the meeting to order at 6:00 P.M. He then invited all present, who wished to, to recite the pledge of Allegiance to the Flag with him. Mayor Lanting introduced staff.

**CONSIDERATION OF THE AMENDMENTS TO THE AGENDA : None**

**PROCLAMATIONS: None**

**I. CONSENT CALENDAR:**

1. Consideration of a request to approve the accounts payable for the week of August 20–26, 2013, total: \$3,955,891.08.
2. Consideration of a request to approve the Special Events Application for the Perrine Bridge Festival to be held on Saturday, September 7, 2013, from 7:00 a.m. until 4:00 p.m.

**MOTION:**

Councilperson Barigar made the motion to approve the Consent Calendar. The motion was seconded by Councilperson Talkington.

Councilperson Talkington asked for clarification on the accounts payable of \$3.6 million in taxable revenue bonds.

City Manager Rothweiler stated that August is the month the City makes all debt service payments to the Idaho Bond Bank. The debt service was \$3,360,404, which covers all debt service associated with the water and wastewater system at the current time. This would include the entire balance of the arsenic improvement project, the entire balance of the Pristine Springs acquisition, the DEQ refinance for water and wastewater. This does not include the new voter approved wastewater debt of \$38 million dollars.

Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

**II. ITEMS FOR CONSIDERATION:**

1. Presentation of the 2013 CDFA Excellence in Tax Increment Finance Award from the Council of Development Finance Agencies annual summit in Washington D.C.

Economic Development Director Anderson presented the award to the City. She and Mayor Lanting attended the annual summit in Washington D.C. and accepted the award on behalf of the City of Twin Falls and the Urban Renewal Agency.

The Idaho Housing and Financing Association also received the 2013 CDFA Excellence in Tax Increment Finance Award.

2. Consideration of a request to approve a change order from Stanley Associates, Inc., in the amount of \$13,755, for the completion of the Public Works Complex shower room, locker room, and office.

Water Superintendent Bohling explained the request.

The scope of work for this project includes the construction of the shower, locker room, and office space. The original project did not include some of the office area because the intent was to build the project in phases and as funding allowed. The purpose for this area was to install a locker room complete with a shower. The request to the City Council is to add this to the scope of work to finish the entire renovation to the Public Works Complex this year. The additional work has been bid at \$13,755.00.

Staff recommends approval of the request.

Council discussion followed:  
-Restrooms

Water Superintendent Bohling answered the restrooms will be unisex and the doors in the changing area and showers will lock.

**MOTION:**

Councilperson Talkington made the motion to award the change order to Stanley Associates, Inc., in the amount of \$13,755, for the Public Works Complex shower room, locker room, and office. The motion was seconded by Vice Mayor Hall and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

3. Public input and/or items from the City Manager and City Council.

### III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

Councilperson Hawkins reported on the Kiwanis MagicFest held on August 24, 2013 at the Magic Valley Arts Council. Max Newlin, AKA Magic Max gave two performances. She also thanked the public for their support.

### IV. PUBLIC HEARINGS: 6:00 p.m.

1. Consideration of a request to approve an Ordinance adopting an Amended Urban Renewal Plan for Revenue Allocation Area #4-1. Economic Development Director Anderson explained the request.

The Twin Falls URA (TFURA) Board directed staff to begin the process to consider an expansion of Revenue Allocation Area (RAA) 4-1 further into downtown to assist with public improvements. RAA 4-1 is currently 608 acres.

On overhead projection she showed the current boundaries of RAA 4-1.

Idaho Code limits any RAA plan to:

- a one-time amendment,
- no more than a 10% geographic increase nor go over the allowed assessed value of 10% value of property in the City,
- the new boundary be adjacent to a current boundary,
- the amended plan expiring no later than the current RAA 4-1 expiration date (2022).

After gathering input from constituents, including downtown owners and merchants, the TFURA board and staff reviewed several alternatives as to which 17 blocks in downtown should be included in the expansion.

Council discussion followed:

Councilperson Mills Sojka asked the criteria of what blocks would be or would not be included in the district at Fairfield and Third Avenue West.

Economic Development Director Anderson explained that one of the major restraints was the actual amount of land and to keep the geographic increase under the 60.88 acres. The post office was excluded because it does not provide any taxing increment. Ameripride's vacant lot was included because the TFURA would be able to assist in the redevelopment of that site. The improvements would include: Sidewalks, streets, water and sewer lines, landscaping, creating new parking, helping out with open space.

TFURA board approved Resolution 2013-2 on July 19, 2013, and the Twin Falls Planning & Zoning Commission approved the Finding of Facts at its August 13, 2013 meeting. TFURA will be unable to make improvements to the proposed 17-block downtown area without the Council's approval of this ordinance.

Improvements are estimated at \$10,000,000, and would be done over the next eight years that the TIF district is in place. TFURA is not certain if they will be able generate enough money but once an assessment is completed the TFURA will then put together a Master Plan for infrastructure to prioritize where the money is best spent.

Councilperson Talkington stated that he is in support of the plan but this would limit the amount of property tax revenue the City can gain from improvements.

Economic Development Director Anderson stated that all taxing districts will receive the same amount of property taxes based on a \$35,500,000.

Mayor Lanting opened up the public hearing.

TFURA Chair Cindy Bond commented that the region to be added would allow the TFURA to help enhance and develop the infrastructure that is necessary to create more public/private partnerships.

Mayor Lanting closed the public hearing.

Economic Development Director Anderson stated that the current value of the 17 blocks has been assessed at \$35,500,000. The property taxes from the \$35,500,000 will continue to go to the seven taxing districts that reside within those districts. Any new development, private development, or increase of property value will go to the TFURA until 2022.

MINUTES

August 26, 2013

Page 4 of 4

City Attorney Wonderlich stated that he prepared a summary for the proposed Ordinance 3056.

**MOTION:**

Vice Mayor Hall made a motion to suspend the rules and place Ordinance 3056 on third and final reading by title only and authorize Ordinance 3056 to be advertised by summary: **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, APPROVING THE AMENDED URBAN RENEWAL PLAN FOR REVENUE ALLOCATION AREA #4-1; AUTHORIZING THE CITY CLERK TO TRANSMIT A COPY OF THIS ORDINANCE AND OTHER REQUIRED INFORMATION TO COUNTY AND STATE OFFICIALS; AND PROVIDING AN EFFECTIVE DATE.**

The motion was seconded by Councilperson Hawkins and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Deputy City Clerk Sanchez read the title.

Vice Mayor Hall commented that the TFURA has made improvements downtown and has had significant success with Chobani, Glanbia, and St. Lukes.

**MOTION:**

Councilperson Talkington made the motion to adopt Ordinance 3056. The motion was seconded by Councilperson Barigar.

Councilperson Mills Sojka commented that in the TFURA Resolution it discusses Open Space and Public Parking. She commented that it not replace the requirement that private entities provide private parking as part of City Code. Recently, a situation came through in the Old Town area where staff recommended to the Planning & Zoning Commission to not require private parking because of public parking.

Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

V. **ADJOURNMENT:** The meeting adjourned at 6:00 P.M.

Leila A. Sanchez  
Deputy City Clerk/Recording Secretary



**Date:** Monday, September 16, 2013 City Council Meeting  
**To:** Honorable Mayor and City Council  
**From:** Sergeant Ryan Howe, Twin Falls Police Department

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**Request:**

Consideration of a request to approve the annual Twin Falls High School Homecoming Parade to be held on Friday, September 27, 2013, and the annual Bonfire to be held on Thursday, September 26, 2013.

**Time requested:**

Staff requests that this item be placed on the Consent Calendar

**Background:**

The Twin Falls High School has completed a parade application for the Annual 2009 Homecoming Parade to be held on Friday, September 27, 2013, from 4:00 p.m. to 5:00 p.m. The police briefing will be held at 3:00 p.m.; the streets will be closed at 3:30 p.m. Main Street will be closed to allow for traffic flow patterns to adjust to the street closure. Main Avenue will be closed from Murtaugh Street to Castleford Street. The parade will begin at 4:00 p.m. and should conclude between 5:00 p.m. and 5:30 p.m. Opening of the streets should be completed by 6:00 p.m. The parade will begin in the area the Magic Valley High School at Main Avenue and Castleford Street, traveling eastbound on Main Avenue to Murtaugh Street, where the parade participants will disperse.

The annual bonfire will be held at Harmon Park from 8:30 p.m. to 10:00 p.m. There will be amplified sound in the park with approximately 300 individuals participating. A burn permit has been approved by the Twin Falls Fire Department.

The event coordinators will be responsible for notifying affected businesses impacted by the special event.

**Budget Impact:**

The parade will require (7) seven Twin Falls Police Department Officers, and (3) three Twin Falls Police Department Non-Sworn Employees and Twin Falls Police Citizens on Patrol volunteers for traffic control. The estimated cost in overtime for this event will be \$1320.00. This event has been budgeted in the 2012-2013 Twin Falls Police Department Overtime Budget.

**Regulatory Impact:**

N/A

**Conclusion:**

Relevant City Staff Members have met and approved this parade and special event. The Twin Falls Police Department Staff has approved this parade and special event regarding the use of Twin Falls Police Officers and Non-Sworn Employees.

**Approval:**

Consent of the Council.



**Date:** Monday, September 16, 2013, City Council Meeting  
**To:** Honorable Mayor and City Council  
**From:** Troy Vitek, P.E., and Assistant City Engineer

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**Request:**

Consideration of a request to approve and authorize the City Engineer to sign contract with CH2M Hill for the WWTP Phase 2 Expansion Project for the Preliminary Design, Final Design, and Bid Period Services in the amount not to exceed \$3,170,956.

**Time Estimate:** Approximately 10 minutes.

**Background:**

On May 21, 2013, the citizens of Twin Falls passed a revenue bond for the purpose of providing for the acquisition, construction and improvement of wastewater collection and treatment facilities in the amount of \$38,000,000.

City staff requested from CH2M Hill to provide a scope of services to complete the preliminary design, final design, and bid period services for this project. CH2M Hill provided the contract amount of \$3,170,956.

**Approval Process:**

A majority vote by the City Council is required to approve this contract.

**Budget Impact:**

This will be funded from out of bond proceeds.

**Conclusion:**

Staff recommends the Council approve and authorize the City Engineer to sign a contract with CH2M Hill for the WWTP Phase 2 Expansion Project for the Preliminary Design, Final Design, and Bid Period Services in the amount not to exceed \$3,170,956.

**Attachments:**

Task Order No. 15

## TASK ORDER NO. 15

This Task Order is issued pursuant to the Standard Master Agreement for Professional Services dated: January 21, 2010 between City of Twin Falls, ID and CH2M HILL ENGINEERS, INC, which is incorporated herein by this reference, with respect to	
City of Twin Falls WWTP Phase 2 Expansion Project – Preliminary Design, Final Design, and Bid Period Services	(“Project”)

Specific Services: See Exhibit A (Scope of Work)

Compensation Provisions: Time and expense (raw labor times a multiplier of 3.19) for an amount not to exceed \$3,170,956, in accordance with Exhibit A (Scope of Work).

Work Schedule: See Exhibit A (Scope of Work)

The Authorized Representatives designated below are authorized to act with respect to the Task Order. Communications between the parties shall be between parties and their consultants or subcontractors shall be through the Authorized Representatives:	
For the City of Twin Falls	For CH2M HILL Engineers, Inc.
Name: Jackie Fields, P.E.	Name: Gregg Thompson
Address: P.O. Box 1907 Twin Falls, ID 83303	Address: 322 East Front Street Suite 200 Boise, ID 83702
Telephone: (208) 735-7273	Telephone: (208) 383-6107

This Task Order 15 is effective this: _____ day of July, 2013	
Accepted for CH2M HILL Engineers, Inc., by:	Accepted for the City of Twin Falls by:
Name: Mark Bowen	Name: Jacqueline Fields
Signature:	Signature:
Title: Vice President/Area Manager	Title: City Engineer

**Twin Falls WWTP  
Phase 2 Expansion Project**

**Task Order 15 – Preliminary Design,  
Final Design, and Bid Period Services**

Prepared for  
**City of Twin Falls**

August 12, 2013

**CH2MHILL®**

322 E. Front St.  
Suite 200  
Boise, ID 83702

# Exhibit A

## Preliminary Design, Final Design, and Bid Period Services

### Scope of Work

#### CH2M HILL

## City of Twin Falls – WWTP Phase 2 Expansion Project

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This Task Order is part of the Agreement between the City of Twin Falls, Idaho (City) and CH2M HILL Engineers, Inc., (CH2M HILL) dated January 21, 2010, for the Wastewater Treatment Plant (WWTP) Phase 2 Expansion Project (Project). Phase 2 is defined in the Wastewater Facilities Plan, May 2013. This Task Order is for professional engineering services in support of preparation of the Preliminary Design, Final Design, and Bid Period Services for the Project. The purpose of this Task Order is to authorize technical analysis, preparation of technical support documents, development of preliminary design documents, final contract documents, and to provide bid and award services. The scope of work is further described below.

### Basis of Final Design Scope of Work

In 2012, the City hired CH2M HILL to perform an update to the Wastewater Facilities Plan that had been developed in 2010 due to significant changes to the City's wastewater service. Since 2010, substantial growth has occurred in the City's service area. A Development Agreement, dated November 3, 2011, was executed between the City's Urban Renewal Agency and Agro-Farma Idaho, Inc (Chobani) that required the City to provide up to 1 million gallons per day (mgd) of capacity at the City's WWTP to treat wastewater from Chobani's dairy processing facility in Twin Falls. Since the agreement was executed, the City has worked to address the additional capacity at the WWTP with the installation of a new aeration blower and conversion of the existing intermediate clarifier to a new primary clarifier (PC 3).

However, due to previously committed capacity at the WWTP and the new discharge from Chobani, the wastewater being treated is approaching the design capacity and expansion of the WWTP is required to meet future demands. This section describes the proposed upgrades and improvements required to meet those capacity requirements.

### Proposed Upgrades and Improvements

The Wastewater Facilities Plan evaluated several treatment alternatives for expanding the WWTP to meet the future capacity requirements including activated sludge with selectors, membrane bioreactors, integrated fixed-film activated sludge (IFAS), and roughing moving bed biofilm reactor (MBBR). Sidestream treatment with nutrient recovery options and tertiary treatment for phosphorus removal were also evaluated in the Wastewater Facilities Plan.

Based on the future capacity and treatment requirements, the IFAS process was the recommended alternative due to operational, site constraints, and cost considerations. No sidestream or tertiary treatment alternatives were recommended to be included at this time. The rationale and criteria for selecting the components to be included in the Phase 2 Expansion Project were described in the most recent update to the Facility Plan.

Preliminary Design, Final Design, and Bid Period Services will be performed at the City's WWTP for Phase 2 of the expansion as defined in the latest version of the Wastewater Facilities Plan developed by CH2M HILL for the City and includes the following upgrades and improvements:

- IFAS Basins

The IFAS system uses the same basic process as the conventional activated sludge system, with the exception that part of the aerobic zone is converted to an IFAS zone with carrier media. A new bioreactor housing the IFAS process is to be installed upstream from the existing aeration basins. This IFAS reactor will include multiple zones, providing for a number of process benefits. The initial zones will be designed to allow operation in anaerobic or anoxic environments, followed by the IFAS zones containing the biofilm carriers. This configuration will allow for a level of enhanced biological phosphorous removal (EBPR), providing an option to help meet the existing effluent total phosphorous (TP) limit at buildout conditions. The IFAS basin will include eight internal reactors, four with IFAS media, four anaerobic/anoxic zones. The final configuration of this process will be coordinated with the selected IFAS media manufacturer.

- **New Blower Building**

A new blower building will be constructed to protect the new blowers required for the IFAS process. Approximately four new aeration blowers will be installed to provide the additional aeration capacity required.

- **Secondary Clarifier No. 4**

A new secondary clarifier will be constructed to match Secondary Clarifier No. 3. Secondary Clarifier No. 4 will be located south of the existing secondary clarifiers.

- **RAS Pump Station**

With the construction of the new Secondary Clarifier No. 4, a new RAS pump station will be required. The new RAS pump station will be used to transfer RAS from the secondary clarifiers to the IFAS reactor. The new RAS Pump Station will be located between Secondary Clarifier No. 3 and Secondary Clarifier No. 4.

- **UV System Expansion**

Expansion of the UV system includes the installation of one UV bank in each of the three existing channels. No new channels will be constructed, only new equipment will be installed.

- **Improvements to the Filtrate Pump Station**

The Filtrate Pump Station provides plant drain service for the thickening building and dewatering process. The improvements to the Filtrate Pump Station include the rehabilitation of the existing concrete structure and also replacing the existing pumps and piping.

- **Yard Piping Improvements**

Major improvements to the yard piping will include upgrades to the existing primary clarifier effluent pipelines to the new IFAS basins, a new mixed liquor pipeline from the IFAS basins to the existing aeration basins, and a new RAS pipeline from the new RAS pump station to the IFAS basins. Other yard piping improvements required to complete the project as described in the Facility Plan are also included.

## Key Assumptions

1. The duration of design work anticipated for each phase or task is shown in the milestone table under section **Schedule** in this document. This is a preliminary schedule and will be refined during the design phase of the project.
2. CH2M HILL's four-phase design delivery process will be employed including City reviews. With the exception of the final review, the project team will not stop during formal reviews of submittals. The success of this process depends upon the progressive development of the design and work proceeding on the basis of prior decisions. Where significant design or project delivery elements are changed, after having been decided at prior stages or review workshops, a modification of this scope of work may be required, along with associated budget and schedule impacts.

3. This Scope of Work and level of effort does not include construction management or services during construction for the project. These services will be included in a future task order.
4. The design will be based on the federal, state, and local codes and standards in effect on the effective date of the authorization to proceed. Any changes in these codes may necessitate a change in scope.
5. The design documents will be prepared for up to two construction contracts and up to three equipment procurement contracts. It is anticipated that the first construction contract will be an excavation work package for the new IFAS basins.
6. CH2M HILL master specifications will be used as the basis for all specifications, including CH2M HILL standard Division 0 and Division 1 documents.
7. The design will be based on a single vendor for each manufactured component or piece of equipment with provisions for an "equal" to be proposed by the contractor and subject to approval by the Engineer.
8. Attachment 1 lists the anticipated list of design drawings.
9. The drawings will follow CH2M HILL CAE/CAD standards. Microstation will be used to develop the drawings, with the final 100 percent drawings provided to the City in the current version of AutoCAD. Contract document drawings will be produced at ANSI D size (22- by 34-inch), but drawings for interim design review submittals will be reproduced at half size (11- by 17-inch). Design details for the project will be produced in 8 ½- by 11-inch format.
10. No environmental or sensitive areas permitting work is anticipated to be necessary for this project and none is budgeted. If any investigation and remediation of possible hazardous waste, asbestos, lead paint or other types of contamination is necessary City shall execute those tasks or assign them to CH2M HILL via contract amendment.
11. No floodplain calculation will be performed. No flood mitigation is included in the design. Scope includes determining if the 100 year or 500 year flood plains are impacted by this project.
12. Any cost opinions or project economic evaluations provided by ENGINEER will be on the basis of experience and judgment, but because ENGINEER has no control over market conditions or bidding procedures, ENGINEER cannot warrant that the bids, ultimate construction cost, or project economics will not vary from these opinions.
13. All bids will be conducted using the online service, Onvia Demand Star.

#### **Civil/Geotechnical**

1. A topographic survey of the existing facilities and site will be required. Legal, easement, or plat surveys of the existing site will not be required.
2. Civil sitework plans will be provided only for areas of the site involving significant disturbance to existing grading, areas that require repaving or where new facilities are to be constructed.
3. Landscaping will be minimal, generally limited to seeding or sodding.
4. The only new roadway work required is in immediate area of new facilities. No modifications to roadways centerlines and profiles are anticipated. Existing gravel roadways will be paved after construction if they are within the general area of the work. During design, the extent of pavement areas will be determined.
5. In general, civil plans will include paving of parking and maneuver areas. Portions of the existing plant roadways that are near construction will be repaved after all other construction activities are complete. During design, the extent of pavement areas will be determined.
6. New storm water collection and control facilities will be provided only for the new construction.

### **Structural/Architectural/Geotechnical**

1. Conventional spread foundations will be acceptable foundation systems for all new facilities. Over excavation, preload, piles, or underdrain systems are not required.
2. Uplift due to high groundwater levels, if any, will be addressed with thickened base slabs or pressure relief valves in slabs. No underdrain systems or tension systems will be required.
3. Building architecture (materials, construction) of all new facilities will be similar but will not exactly match existing structures.

### **Process Mechanical**

1. Only hydraulic assessments required for design of the new or modified facilities are included.
2. Design concerning “plant-wide” utility systems such as basin drainage, water, and in-plant waste collection/disposal will be limited to extensions and/or changes in existing piping. No new structures or equipment will be needed.
3. No corrosion control provisions will be required other than materials selection and coatings.
4. A centralized odor control system will not be provided.

### **Electrical and Instrumentation & Controls Systems**

1. The new instrumentation and control system will be based on the use of programmable logic controllers. The process instrumentation, control systems and SCADA integration will be compatible with existing plant systems. I&C system design scope includes only control system design for the new facilities and modifications to the existing system to allow incorporating the new facilities.
2. CH2M HILL will not perform the work of developing process control system software for both the PLC and the PC interface as part of this Scope of Work. This work may be added to the scope as part of services during construction.
3. Electrical design will include design to provide power to new equipment and facilities and lighting for new facilities and areas of the site. The electrical design includes backup power supply for new equipment, according to the current WWTP strategy for processes and equipment provided with backup power. The electrical design does not include modifications to existing electrical and lighting systems except to accommodate new equipment.

## **Scope of Work**

The project design work will be carried out using a phased design delivery approach to assure a logical and progressive completion of the design work. The phases, as described below, will be carried out sequentially. Each phase of design will include a specific list of work products and deliverables, which are identified in the individual sections. Design review workshops will be conducted with the City’s personnel, CH2M HILL, and others as needed. The design review workshops will be conducted at critical design milestones as identified in sections that follow.

Preliminary Design, Final Design, and Bid Period Services will be divided into the following major tasks:

- Task 1 – Project Initiation and Management
- Task 2 – Quality Assurance/Quality Control (QA/QC)
- Task 3 – Project Definition Phase
- Task 4 – Site Survey
- Task 5 – Geotechnical Investigation

- Task 6 – Preliminary Engineering and Design (30 Percent Design)
- Task 7 – Equipment Procurement Packages
- Task 8 – Design Development Documents (60 Percent Design)
- Task 9 – Construction Document Design (90 Percent Design)
- Task 10 – Final Design Documents (100 Percent Design)
- Task 11 – Bid Period Services

Each task is described in more detail below.

## **Task 1 – Project Initiation and Management**

The purpose of this task is to manage, coordinate and lead CH2M HILL Team’s activities and perform administration of the project design services and project quality reviews. CH2M HILL will provide the resources necessary for project initiation and management throughout the project, including the following subtasks:

### **Subtask 1.1 Prepare Project Execution Plan**

The Project Execution Plan (PXP) will be used to guide the direction of the Project Team and will include descriptions of the roles and responsibilities of team members, communications plan, cost and schedule control procedures, document control, change management and other project management requirements. They will also define the CAD/CAE software standards, graphic standards, file naming conventions and standards and other graphic standards. In addition, the PXP will include a quality management plan, change management plan, and a project health and safety plan to apply to CH2M HILL employees working on the project. PXP will be distributed to CH2M HILL team members and stored on the project SharePoint site.

### **Subtask 1.2 Contract Administration**

This task includes activities associated with administration of the contract and coordination with the City. It will include the following:

- Scoping, contract review/execution, and project accounting setup.
- Supervise and manage CH2M HILL project staff for execution of work tasks.
- Project documentation and coordination.
- Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion. Coordinate with and provide periodic updates to the City’s Project Manager (assumed at meetings identified below as well as workshops).
- Monitor project activities for potential changes, anticipate changes when possible, and with City’s approval, modify project tasks, budgets, and approach.
- Prepare and submit monthly billing with a brief description of the work completed during that billing cycle.
- Manage the quality control review of all work activities and project deliverables. Identify senior technical staff for the various technical disciplines and oversee the adherence to the plan during the execution of the work tasks.

### **Subtask 1.3 Client/Project Team Meetings**

Meetings will be held with the City on a bi-weekly basis to ensure that CH2M HILL is meeting the requirements of the City. These will often be conference calls. CH2M HILL will prepare and distribute minutes of each meeting with the City (with emphasis on Decisions made and Actions/Issues pending). This task also allocates time for an internal design team kick-off meeting as well as weekly internal project coordination meetings.

### **Subtask 1.4 Project Chartering**

Chartering is a structured process used to guide the project team (City and CH2M HILL) through defining itself in terms of its purpose, critical success factors, goals, roles and responsibilities, operating guidelines, and other elements that give the team clarity of purpose essential for high-quality performance. This is typically a 4-hour meeting. The date has tentatively been set for mid July 2013, at the Boise CH2M HILL office. The agenda may include the following:

- Introduction of all stakeholders and team counterparts.
- Confirm available project information – particularly relating to site.
- Review execution strategy, the proposed deliverables, and expected level of detail.
- Review schedule and agree on key milestones.
- Define roles and responsibilities between team members.
- Review the decision making process to allow timely decisions at the lowest appropriate level. Establish decision making protocol.
- Communications and reporting – (meetings, reports, SharePoint site).
- Budget – agree on capital budgets for each work package.
- Change management process.
- Agree on how the chartering document will be used and monitored throughout the execution of the project.

Desired outcome(s) include the following:

- Clear project-specific vision statement that has clearly aligned goals and outcomes
- Alignment around project approach and plan
- Clearly define team and individuals responsibilities
- Make and honor commitments and decision protocols

### **Deliverables for Task 1**

- Periodic written project design schedule updates to keep the City's Project Manager informed as to the changes to the initial schedule outlined in this Scope.
- Monthly project invoice statements with a brief description of the work performed.
- Meeting minutes.
- Charter document completed and endorsed by stakeholders and posted on the project SharePoint site. This will include vision, goals, roles and responsibilities, decision making protocol, schedule and budget alignment.

### **Assumptions for Task 1**

The projected schedule for design and bid period services is provided in a subsequent section of this scope of work. Budget status monitoring, project management, project controls, schedule status monitoring, and project invoicing are monthly activities for the duration of the project.

### **Task 2 – Quality Assurance/Quality Control (QA/QC)**

An internal QA/QC review for each phase for the WWTP Improvements will be performed by senior reviewers in the disciplines represented on the Project. Comments will be documented and categorized into major, minor, and preferential comments. Comments will be responded to by design team members and adjudicated prior to each deliverable being submitted to the City or DEQ.

CH2M HILL will establish a project Quality Control Manager and a Quality Review Team at the beginning of the project. The Quality Control Manager will develop a quality plan for the project and schedule quality reviews of the deliverables at each project phase.

The QA/QC process will be defined by CH2M HILL in a Quality Management Plan (QMP) that will include the following major components:

- Definition of Key Project Team members and their roles on the Project
- Definition of the Project core technologies
- Identification of the Project Quality Manager and Senior Technical Consultant (STC)
- The CH2M HILL staff member responsible for quality control for each discipline used in the design
- The milestone dates for each discipline review

### Task 3 – Project Definition Phase

The primary purpose of the project definition phase is to firmly establish the project design criteria. Work of this project definition phase as defined below will culminate in the preparation of the Project Definition Report and the Project Definition Workshop. The report will contain the information described in the following subtasks.

#### Subtask 3.1: Define City Objectives, Standards and Preferences

The purpose of this task is to define the City's objectives and success factors for the project and to document the City's institutional standards as they pertain to this work. Project objectives and standards in the following areas will be considered:

- Project objectives: Discussion of the overall purpose for this project to ensure that all participants have the same understanding. The City will define for the project team what will make this a successful project from their perspective.
- Communications procedures: Joint definition of the verbal and written communications practices and procedures.
- City design criteria standards and preferences: Identify City standards for design criteria or standard products. Discuss City preferred equipment types, suppliers and vendors.
- Procurement policies: Bidding/procurement requirements, sole source restrictions, existing master agreement for the purchase of materials, and equipment.
- Labor standards and policies: Design provisions for staff/visitors with accessibility limitations, existing noise restrictions, existing labor union restrictions, site security requirements, parking requirements etc.
- Equipment and materials: Preferences on indoor versus outdoor locations for equipment, HVAC preferences (natural gas vs. electric heat, A/C requirements, etc.), preferred equipment types and suppliers, local control/local disconnect preferences (lockable MCCs versus local disconnect switches), preferences regarding the use of adjustable frequency drives, etc.

#### Subtask 3.2: Define External Constraints and Standards

The purpose of this subtask is to define the external standards and criteria that influence the project design work. The standards and criteria in the following areas will be considered:

- Regulatory Agencies: Define the regulatory agencies with jurisdiction for this project and specific contact people. List known permits required for construction and operation.
- Civil: Identify local stormwater control agency, document restrictions as they pertain to the proposed project, define permitting requirements; identify local public work standards as they pertain to roads, stormwater, sewer, etc; local restriction regarding dust control, demolition, construction traffic/noise, excess earthwork disposal, existing floodplain restrictions, etc.

- **Structural/Architectural/Mechanical:** Identify local permitting agency, obtain current local design codes and standards that are in effect, and define permitting requirements.
- **Electrical/I&C:** Define redundancy requirements, identify primary contact at local utility.

### **Subtask 3.3: Define Process Functional Requirements**

The purpose of this task is to define the treatment process required based on the influent wastewater characteristics, required effluent quality, and other project-specific considerations. The processes will be selected based on CH2M HILL's experience with viable industry accepted options. The selection will be based on suitability to the project needs, general performance history, reliability, vendor reputation and responsiveness, and operation and maintenance simplicity.

Issues and criteria to be defined and considered in the selection will include:

- Regulatory discharge requirements
- Design flow rates
- Influent characteristics
- Initial and build-out plant capacity
- Treatment requirements
- Other process related issues
- General process control strategy

All unit treatment processes and ancillary systems will be selected based on the above information. Review concepts, selection and draft work products with and seek approval from quality control reviewer.

### **Subtask 3.4: Project Definition Workshop**

CH2M HILL will conduct a four-hour Project Definition Workshop with key City's personnel and other stakeholders to obtain the pertinent information. This workshop may be held in conjunction with the Project Chartering meeting. Based on the compressed design schedule, CH2M HILL has already begun work on the Project Definition Report and will seek input from the City and other stakeholders on the draft Report and the criteria listed in Subtasks 3.1, 3.2, and 3.3 in the Project Definition Workshop.

### **Deliverables for Task 3**

- Project Definition Report, which will be composed a number of separate technical memoranda outlining key project design criteria for each design discipline and other criteria discussed above.
- Process Flow Diagram
- Site Layout Plan
- Minutes from the Project Definition Workshop.

### **Assumptions for Task 3**

- Five hard copies of the Project Definition Report will be delivered to the City along with an electronic deliverable (PDF).
- One Project Definition Workshop will be held to present Project Definition Report to the City.

## **Task 4 – Site Survey**

CH2M HILL will contract with EHM to perform a site survey of the portion of the WWTP site where construction or alterations are proposed as a part of this Project, in order to determine existing field conditions, including surface features, facilities, non-buried utilities, and marked buried utilities.

The final internal product of the site survey will be a digital terrain model (DTM) and a site base map with 1-foot contours. Horizontal and vertical control locations of the proposed geotechnical exploration points (borings or test pits) will be collected, and these locations will be staked so that the adjacent buried utilities can be marked prior to drilling/excavation operations. EHM will also be present on the date(s) of the geotechnical exploration to record locations and elevations of utilities that are exposed in the open trench explorations.

#### Assumptions for Task 4

- The site survey will be performed using real-time kinetic (RTK) global positioning system (GPS) equipment.
- A maximum of 4 control points will be set or identified for construction survey control.
- The site survey will be limited to the area of approximately 10 acres (the limits of the proposed construction project).
- Underground utilities will be located by City staff and equipment (vaccum truck) is possible. Otherwise, CH2M HILL WWTP operations staff (or subconsultant) will perform locates prior to the survey.
- CH2M HILL has assumed a maximum survey price of \$80,000. This price may need to be revised based on actual survey limits required, following completion of Task 3.
- The scope of this survey task may be modified by addendum if the City chooses to perform an aerial survey of the site.
- The information collected during this Task for underground utilities and structures will be verified during construction and modifications may be necessary.

#### Task 5 – Geotechnical Investigation

CH2M HILL will perform a geotechnical site exploration to gather site-specific subsurface information and collect soil samples for classification and laboratory testing. The field exploration at the site will consist of soil borings and test pit excavations as outlined in Table 1.

TABLE 1  
**Proposed Geotechnical Exploration Summary**  
*Twin Falls WWTP Phase 2 Expansion - Design*

Boring/Test Pit Number	Exploration Type	Facility	Depth (feet) below ground surface
B-1-13	Soil Boring	Alternate Blower Building	10
B-2-13	Soil Boring	IFAS Basin	25
B-3-13	Soil Boring	IFAS Basin	25
B-4-13	Soil Boring	IFAS Basin	25
B-5-13	Soil Boring	Preferred Blower Building	10
B-6-13	Soil Boring	Splitter Box/Vault	15
B-7-13	Soil Boring	Secondary Clarifier No. 4 RAS Pump Station	40
B-8-13	Soil Boring	Secondary Clarifier No. 4	25
TP-1-13	Test Pit	Utility Corridor	10
TP-2-13	Test Pit	Utility Corridor	10
TP-3-13	Test Pit	Utility Corridor	10
TP-4-13	Test Pit	Utility Corridor	10
TP-5-13	Test Pit	Major Piping	10

TABLE 1

**Proposed Geotechnical Exploration Summary**  
*Twin Falls WWTP Phase 2 Expansion - Design*

Boring/Test Pit Number	Exploration Type	Facility	Depth (feet) below ground surface
TP-6-13	Test Pit	Major Piping	10
TP-7-13	Test Pit	Major Piping	10
TP-8-13	Test Pit	Major Piping	10

The soil borings will be advanced using hollow-stem auger drilling methods, to the depths shown in Table 1 or to auger refusal, whichever is shallower. If auger refusal is encountered, CH2M HILL may choose to perform rock coring up to a depth of 10 feet to confirm the presence of intact bedrock. It is assumed that all of the boring locations can be accessed by a truck-mounted drilling rig.

Standard Penetration Testing and split-spoon soil sampling will be performed in the soil borings at 2.5-foot intervals to a depth of 10 feet, and at 5-foot intervals thereafter, in order to evaluate the soil relative density and consistency. A CH2M HILL geotechnical engineer or engineering geologist will oversee the work of a subcontracted driller for the soil borings.

For the test pits, it is assumed that the City will provide a rubber-tire backhoe or tracked excavator and operator to perform the excavations. Four of the test pits are anticipated to be located in the major run of piping between the existing aeration basins and the new IFAS basin. These test pits will be dug as trenches and will expose utilities so that accurate locations and depths can be measured for design purposes. CH2M HILL will log the borings and test pits, and will make field characterizations of the samples. If ground water is encountered in any of the explorations, the depth to the water surface will be noted in the field logs.

A limited laboratory testing program will be performed on collected soil samples in order to evaluate index properties of the soil. If rock is encountered within the depth of the proposed construction, or if very weak or problematic soils are encountered, additional testing may be recommended (at additional cost).

CH2M HILL will review previous geotechnical reports and data which are made available by the City. CH2M HILL will perform engineering analysis to develop recommendations for site seismic classification, presumptive allowable bearing pressures, lateral earth pressures, and construction issues. A geotechnical data report will be produced describing the subsurface conditions observed in the investigation along with results from the limited laboratory testing program. Final soil boring and test pit logs and an exploration location plan will be included in the data report. This report will be included in the final contract documents for contractor reference during bidding and construction. A geotechnical recommendations report will also be prepared for internal CH2M HILL use in designing the facilities on site.

If additional rock coring or laboratory testing is recommended based on actual subsurface conditions encountered, authorization will be sought prior to performing either of these activities.

### Deliverables for Task 5

- Geotechnical Data Report
- Geotechnical Recommendations Report

### Assumptions for Task 5

- In subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, explorations, and investigations are made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost or execution. If conditions change that

require additional exploration and analysis, the scope and budget will be adjusted by amendment to add these additional services.

- Installation of a test well or monitoring well is not included in this scope of work.
- City of Twin Falls will provide a rubber-tire backhoe or tracked excavator and operator to perform the test pit excavations.

## **Task 6 – Preliminary Engineering Report (30 Percent Design)**

The purpose of this task is to use the data and guidelines developed in the Project Definition Report to develop and evaluate alternative design concepts and agree upon a single design concept. The end products from this task will include preliminary drawings which will provide sufficient information for City and agency review and design team coordination and review. CH2M HILL will conduct one interactive workshop with the City's personnel at CH2M HILL's Boise office prior to the conclusion of this task. Specific work activities and deliverables from this task are as identified below.

### **Subtask 6.1: Civil and Site Development**

- Coordinate with surveyors; define surveyors' scope of work; coordinate with geotechnical engineer on boring locations; record boring locations on site drawings.
- Confirm adequacy of topographical and boundary mapping.
- Develop plant site layout considering the following: structure size, location, and orientation; layout of roadways/truck access corridors and define vehicle maneuvering requirements; and location of utility and piping corridors (horizontal and vertical).
- Develop preliminary erosion control plan and storm water control concepts for project.
- Set preliminary finished floor levels for new structures. Establish preliminary finished grades, overall major surfaces, road profiles, etc.

### **Subtask 6.2: Architectural**

- Assign code classification to each building. Meet with local code official to review code classifications.
- Establish preliminary room sizes and functional requirements of each space. Select interior and exterior construction materials for each building.
- Compile list of chemicals and amounts to be used. Coordinate with other disciplines (mechanical and electrical) to resolve code compliance issues specific to these disciplines.
- Prepare preliminary building layouts (hand sketches including plans, sections, and elevations).

### **Subtask 6.3: Structural**

- Coordinate with architectural discipline on the selection of building concepts. Consult with lead process engineer on building/structure layouts.
- Develop building foundation and structure concepts based on schematic building layouts.

### **Subtask 6.4: Process**

- Determine size/capacity of unit treatment processes and ancillary systems.
- Review capacity of existing processes and equipment to remain in service where appropriate. Assign capacity to existing processes and equipment.
- Prepare process flow diagrams (PFDs).
- Prepare preliminary solids balance.

- Develop process narratives.
- Select and size major process equipment including pumps. Prepare sizing calculations and obtain review. Establish level of redundancy required for process equipment.
- Prepare equipment list with sizing for major equipment. Coordinate with the City on preferences of equipment manufacturer and processes.
- Prepare preliminary drawings for equipment arrangements.
- Prepare preliminary hydraulic profile.
- Validate process & hydraulics – calibrate: sampling regime on primary effluent, document actual water levels with flows.
- Start 3D models of facilities

#### **Subtask 6.5: Building Mechanical**

- Select type of ventilation system to be used in process buildings.
- Select type of heating system to be used, including local fuel storage requirements, if necessary.
- Select type of air conditioning system to be used in personnel spaces.
- Coordinate with the architectural discipline to establish design R-values for all exterior walls.
- Coordinate with local fire marshal and Architect to determine requirements for sprinklers and fire protection.
- Determine overall potable and non-potable water requirements for the project.

#### **Subtask 6.6: Instrumentation and Control Systems (I&C)**

- Coordinate with the process engineer(s) to prepare a process flow drawing (PFD) for each treatment process.
- Develop equipment/instrument tag numbering, naming, and abbreviation conventions.
- Work with Process Engineer to prepare written operational description of each major process.
- Develop overall control philosophy including local control approach, control system, level of automation, supervisory control.
- Include preliminary P&IDs.

#### **Subtask 6.7: Electrical**

- Prepare preliminary overall one-line diagram for proposed facilities.
- Prepare preliminary load calculations.
- Size electrical rooms.
- Determine number of electrical feeds to be provided to facilities. Coordinate with local power utility to determine locations of power feeds, voltage, billing details (peak usage rates), requirements for reduced voltage starters, substation requirements
- Determine redundancy and backup power requirements for power supplies and power distribution.
- Establish preferred voltages for power distribution and utilization equipment.
- Coordinate with other disciplines (architectural, mechanical) to resolve code compliance issues specific to these disciplines. Develop preliminary schedule of hazardous and corrosive locations.

### Subtask 6.8: 30 Percent Construction Cost and Schedule Estimates

- CH2M HILL will prepare a Class 4 Preliminary Engineering construction cost estimate based on the Preliminary Drawings and the Preliminary Engineering Report. Class 4 accuracy is typically +50 to –30%.
- CH2M HILL will prepare a total project cost estimate, including the Class 4 construction cost estimate and other estimated costs to be incurred by the City during design, bidding, permitting, construction, and startup.
- CH2M HILL will prepare an update to the estimated project schedule (including design and construction phases).
- These will be submitted to the City for review and discussion following the 30 percent Design Workshops.

### Subtask 6.9: 30 Percent Design Workshop

CH2M HILL will assemble the work products from the tasks above and submit the 30 percent Design Documents to the City for review and comment. A workshop will be held at CH2M HILL's Boise office with the City's personnel to receive and discuss comments and to reach closure on design issues. Following the workshop, meeting minutes and responses to comments will be prepared and submitted. The responses to comments will be incorporated into the 60 percent, 90 percent, and 100 percent Construction Documents.

### Deliverables for Task 6

- Preliminary Engineering Report. CH2M HILL will prepare a report including a written description of the Preliminary Design, preliminary drawings, and list of technical specifications. This Basis of Design will be issued in digital format (PDF) and will be posted to the Project SharePoint site. Five hard copies of Preliminary Engineering Report will also be provided to the City for review. CH2M HILL will also submit one hard copy of the Preliminary Engineering Report to the DEQ for review and approval. To assist DEQ in the review and approval of the proposed design, CH2M HILL will participate in a pre-submittal meeting with the City and DEQ.
- Engineer's Construction Cost Estimate (Class 4)
- Meeting minutes from Design Workshop

### Assumptions for Task 6

- The 30 Percent Design Review Workshop will take place at CH2M HILL's Boise office. The CH2M HILL Design Manager will coordinate with the City project team and CH2M HILL to schedule the meeting date and time. Design leads will attend all or portions of the workshop, as needed.
- City's project team will review the Preliminary Engineering Report documents by delivering the comments in written form a minimum of 5 working days prior to the Review Workshop.
- The City's Project Manager will attend the pre-submittal meeting with DEQ. CH2M HILL will schedule this meeting and will have two employees attend.
- Delivery of the Engineer's Construction Cost Estimate will follow the delivery of the Preliminary Engineering Report by approximately 2 weeks.

## Task 7 – Equipment Procurement Packages

Procurement documents for the WWTP improvements identified in the Project Definition and Preliminary Engineering Report Phases to be pre-purchased by the City will be developed by CH2M HILL. It is assumed that up to two equipment procurement packages will be produced with the following equipment specified in the two packages:

- Equipment Procurement Package 1: IFAS media, basin diffusers, and retention screens. The required blowers for the process may also be included in this procurement package.
- Equipment Procurement Package 2: Secondary clarifier mechanism.

Each of the procurement documents will include the following:

- Contract Documents. CH2M HILL will prepare the necessary Contract Documents to be delivered to selected manufacturers invited to provide a bid on the required equipment.
- Performance Specifications. CH2M HILL will develop a performance based specification for the treatment processes selected during the Project Definition and Preliminary Design phases. This specification will list in detail the performance requirements for the selected treatment process including, but not limited to flow; expected influent and required effluent biochemical oxygen demand (BOD), total suspended solids (TSS), and ammonia; and allowable time for furnishing the required equipment for the treatment process.

Following selection of the vendors for each item to be pre-purchased, CH2M HILL will provide support under this Task with the following:

- Services during Bidding and Procurement of City Furnished Equipment Packages. CH2M HILL will provide services during bidding of Procurement Package by responding to bidders technical questions and by preparing addenda. CH2M HILL will review the bids, prepare a bid tabulation, and recommend award.
- Submittal Review. Although services during construction will be performed under a separate task order, CH2M HILL has included services to review submittal information from the selected manufacturers to confirm that the proposed item meets the requirements in the technical specifications.

### Deliverables for Task 7

- A Preliminary Procurement Package in digital format (PDF) will be posted to the Project SharePoint site. The City's Project Manager will be responsible for distribution and review by City project staff. A workshop will be held with the City's personnel to receive and discuss comments and to reach closure on design issues. This workshop will be held in CH2M HILL's Boise office or by conference call.
- Following Procurement Package review comment concurrence, one electronic (PDF) copy of the final Procurement Package stamped by an Idaho licensed engineer will be delivered to the City's Project Manager via the Project SharePoint site.
- Content for addendums, if necessary, will be compiled by CH2M HILL and transmitted digitally (Microsoft Word document) to the City for review.
- CH2M HILL will compile and distribute bid document addenda as necessary to vendors on the plan holders list which will be maintained by CH2M HILL.

### Assumptions for Task 7

- The City will advertise for bidding process as required by State procurement requirements.
- The City will review all addenda before distribution (1-day turn-around time assumed).
- No more than one addendum for each procurement package is anticipated.

## Task 8 – Design Development Documents (60 Percent Design)

The purpose of this task is to utilize the conceptual decisions of the project that were made in the Preliminary Design Phase to complete and finalize the preliminary calculations of the previous phase, develop the project design to achieve a true "design freeze" at the conclusion of this phase. Structures, equipment, major plant piping, process, site plan are all finalized during this phase to allow final detailing of the same in the next phase of design. The majority of the quality control review and approval will occur prior to the finalization of the work products from design development phase. Specific activities, and work products from this phase are described in the following subtasks:

### Subtask 8.1: Civil and Site Development

- Finalize horizontal locations of major site elements.
- Finalize floor, structure and finish grade elevations.

- Define demolition requirements and limits.
- Define contractor staging, storage, access, and off-site access corridors.
- Prepare preliminary site grading drawings.
- Identify limits and extents of landscaping.
- Develop preliminary yard piping and plant drain layouts.
- Show stormwater control concepts on the drawings.
- Finalize paving and site roadway concepts.

#### **Subtask 8.2: Architectural**

- Develop 3-D models and building floor plans and elevations for all buildings.
- Coordinate with I&C and electrical disciplines to size and locate electrical and control rooms.
- Coordinate with the mechanical discipline to select the type of HVAC equipment, locate HVAC equipment rooms, determine space requirements and routing for ductwork if required, and finalize design R-values for all exterior walls.
- Coordinate with structural engineer to finalize the structural design concepts for the facilities.
- Establish applicable codes for all buildings/structures with local code officials and fire marshal. Complete building and fire code analysis. Meet with local code official to review floor plans.

#### **Subtask 8.3: Structural**

- Document structural design concept for buildings and structures.
- Prepare preliminary foundation, floor, and roof framing plans.
- Coordinate with corrosion engineer to analyze materials and corrosion control requirements, and to prepare a tech memo to document the corrosion control plan to be implemented during design.

#### **Subtask 8.4: Process**

- Coordinate with PTF equipment vendor and structural task for required system layout.
- Final major equipment-sizing calculations.
- Finalize treatment plant gravity hydraulics and establish concepts for flow control and hydraulic structures.
- Coordinate with I&C on development of P&IDs.
- Coordinate with I&C on development of process control narratives.
- Continue developing mechanical layout plans and sections.
- Develop design drawings for modifications to existing facilities as required to tie-in the new Phase 2 facilities.
- Finalize ancillary equipment selection (type, size, weight, arrangement).

#### **Subtask 8.5: Building Mechanical**

- Determine minimum airflow requirements to meet code.
- Locate major HVAC/Plumbing equipment on building plans.
- Locate major water/drain/sewer location on the building plans.

**Subtask 8.6: Instrumentation and Control Systems (I&C)**

- Add equipment/instrument tag numbering, naming, and abbreviation following existing standard conventions used at the treatment plant.
- Design control system configuration to the existing standards at the treatment plant with input from the City.
- Develop overall control philosophy including local control approach, control system, level of automation, supervisory control based on the City's existing standards.
- Coordinate with the process engineer to prepare P&ID drawings including loop numbers and instrumentation.
- Coordinate with City for communication and integration of new controls with existing plant SCADA system.
- Summarize I&C system design philosophy in a process control narrative. Prepare preliminary Instrument and I/O Lists, and SCADA interfaces. Develop preliminary control system block diagram.
- Define control interfaces for package systems with local controls.

**Subtask 8.7: Electrical**

- Determine location of distribution apparatus and confirm necessary modifications to existing equipment.
- Prepare preliminary one-line diagrams for proposed facilities.
- Prepare preliminary electrical load calculations for the facilities.
- Prepare a preliminary layout of the major electrical equipment. Determine equipment requiring uninterruptible power supplies (UPS). Coordinate with I&C discipline to determine space requirements and locations for control equipment. Locate major I/O termination panels, TJBs, and control panels.
- Define/document requirements and concepts for special systems such as: extensions of existing telephone, data, and fire alarm system.
- Identify routing methods for electrical conduit and tray. Lay out duct bank system (major runs/manholes). Coordinate with civil yard piping. Locate manholes and hand holes.
- Develop preliminary lighting concepts and prepare preliminary lighting layout.
- Define hazardous locations (NFPA 820) and document

**Subtask 8.8: Construction Sequencing/Operation during Construction Analysis**

CH2M HILL's design team will work closely with CH2M HILL operations staff working at the WWTP to conduct a project delivery analysis for construction sequencing and plant operation during construction, which will include consideration of the following:

- Review existing plant operating facilities that will be impacted during construction and develop a preliminary sequence of construction to accommodate operation with minimal disruption. Identify tie-ins to existing facilities, the need for process or plant shut-downs, the duration needed for tie-ins, and the maximum duration that facilities can be shut down.

**Subtask 8.9: 60 Percent Construction Cost and Schedule Estimates**

- CH2M HILL will prepare a Class 3 Preliminary Engineering construction cost estimate based on the Preliminary Drawings and the Preliminary Engineering Report. Class 3 accuracy is typically +30 to -20%.
- CH2M HILL will prepare a total project cost estimate, including the Class 3 construction cost estimate and other estimated costs to be incurred by the City during design, bidding, permitting, construction, and startup.
- CH2M HILL will prepare an update to the estimated project schedule (including design and construction phases).
- These will be submitted to the City for review and discussion following the 60 percent Design Workshop.

### Subtask 8.10: 60 Percent Design Workshop

CH2M HILL will assemble the work products from the tasks above and submit the 60 percent Design Documents to the City for review and comment. A workshop will be held at CH2M HILL's Boise office with the City's personnel to receive and discuss comments and to reach closure on design issues. Following the workshop, meeting minutes and responses to comments will be prepared and submitted. The responses to comments will be incorporated into the 90 percent, and 100 percent Construction Documents.

#### Deliverables for Task 8

- Design Drawings. 60% Design Drawings in digital format (PDF, 11- by 17-inch) will be posted to the Project SharePoint site. Five hard copies of design drawings will also be provided to the City for review.
- Technical Specifications. 60% Technical Specifications in digital format (PDF) will be posted to the Project SharePoint site. Five hard copies of technical specifications will also be provided to the City for review.
- Basis of Design Document: The preliminary engineering report will be updated based on comments received from the City and DEQ.
- Engineer's Construction Cost Estimate (Class 3)

#### Assumptions for Task 8

- The 60 Percent Design Review Workshop will take place at CH2M HILL's Boise office. The CH2M HILL Design Manager will coordinate with the City project team and CH2M HILL to schedule the meeting date and time. Design leads will attend all or portions of the workshop, as needed.
- City's project team will review the Design Development documents provided to the City's Project Manager and presented in the 60 Percent Design Review Workshop by delivering the comments in written form a minimum of 5 working days prior to the Review Workshop.
- CH2M HILL will not wait to begin Final Design until after DEQ has reviewed and commented on the Preliminary Design Report. Therefore, any comments from DEQ on the Preliminary Design will be incorporated by CH2M HILL into the Design Development documents when the comments are received.
- Delivery of the Engineer's Construction Cost Estimate will follow the delivery of the other 60% deliverables by approximately 2 weeks.

## Task 9 – Construction Document Design (90 Percent Design)

### Subtask 9.1: 90 Percent Design Document Completion

The purpose of this task is to develop the design drawings, specifications, and schedules for a pre-final review. CH2M HILL will progress the design and modify the contract documents to incorporate agreed upon 60 percent review comments from the City, applicable regulatory agencies, and CH2M HILL's Quality Review Team comments. The 90 percent documents will then be submitted to the City for their review. The following subtasks are included:

- Incorporate responses to comments on the 60 percent Preliminary Design package.
- Prepare 90 percent construction drawings.
- Prepare pre-final technical specifications.
- Prepare pre-final calculations.
- Complete checking and coordination review by design leads.
- Provide independent review by the CH2M HILL Quality Review Team.

The 90 percent design documents will include the following:

- **Design Drawings.** The 90 percent Design Drawings will incorporate the comments from the City, DEQ, and additional details required to finalize the design.
- **Contract Documents and Technical Specifications.** CH2M HILL will prepare the contract documents and technical specifications based on the comments provided by the City.

#### **Subtask 9.2: 90 Percent Construction Cost Estimate and Schedule**

- CH2M HILL will update the construction cost estimate to provide the City with a Class 2 final construction cost estimate based on 90 percent Design Drawings and Technical Specifications. A Class 2 estimate is typically considered to have an accuracy of +20 to –10%.
- CH2M HILL will prepare a total project cost estimate, including the Class 2 construction cost estimate and other estimated costs to be incurred by the City during design, bidding, permitting, construction, and startup.
- CH2M HILL will prepare an update to the estimated project schedule (including design and construction phases).
- These will be submitted to the City for review and discussion following the 90 percent Design Workshops.

#### **Subtask 9.3: 90 Percent Design Workshops**

CH2M HILL will assemble the work products from the tasks above and submit the 90 percent Design Documents to the City for review and comment. A workshop will be held with the City's personnel to receive and discuss comments and to reach closure on design issues. Following the workshops, meeting minutes and responses to comments will be prepared and submitted. The responses to comments will be incorporated into the 100 percent Construction Documents.

#### **Deliverables for Task 9**

- 90 percent Contract Documents in digital format (PDF, with drawings in 11- by 17-inch size) will be posted to the Project SharePoint site. Five hard copies of the documents will also be provided to the City for review.
- Engineer's Construction Cost Estimate (Class 2)
- Updated construction schedule and overall budget.

#### **Assumptions for Task 9**

- The 90 percent documents will be reviewed by the City prior to preparation of the 100 Percent Drawings.
- Delivery of the Engineer's Construction Cost Estimate will follow the delivery of the other 90% deliverables by approximately 3 weeks.

### **Task 10 – Final Design (100 Percent Design)**

The purpose of this task is to develop the final contract drawings and specifications for competitive bidding. CH2M HILL will modify the contract documents to incorporate agreed upon 90 percent review comments from the City, applicable regulatory agencies, and CH2M HILL's Quality Review Team. This task scope is based on all City review comments being received prior to this phase of work. The following subtasks are included:

- Incorporate responses to comments on the 90 percent Design Development Document.
- Prepare final construction drawings.
- Prepare final technical specifications.
- Prepare final calculations.
- Complete final checking and coordination review by design leads.

### **Deliverables for Task 10**

- Final (100 Percent) Contract Documents in digital format will be posted to the Project SharePoint site and 5 hard copies will be delivered to the City.
- Final (100 Percent) Contract Documents will be delivered in digital format to DEQ for review and approval.
- See Task 11 bid document solicitation.

### **Assumptions for Task 10**

- DEQ review of the Final (100 Percent) Design will be concurrent with the bid process and CH2M HILL will incorporate DEQ comments into an addendum, if necessary.
- No permitting tasks other than submittal of final documents to DEQ are included in the final design scope of work.

### **Task 11 – Bid Period Services**

CH2M HILL agrees to furnish the following services during the period when the City first advertises for bids and when the bids are opened for public bidding. It is assumed that the project will need to be bid only once. If for reasons outside of CH2M HILL's control the project needs to be bid again, bidding services for the second bid period would need to be contracted as an amendment to this task order.

#### **Subtask 11.1: Contract Document Distribution**

- CH2M HILL will assume responsibility for distribution of the Contract Documents for the purpose of obtaining bids and for construction of the project.
- CH2M HILL will distribute Contract Documents to Plan Rooms and potential bidders and will maintain the plan holder list.

#### **Subtask 11.2: Bid Period Consultation**

CH2M HILL will respond to inquiries posed by prospective bidders throughout the bid period concerning interpretation of the Contract Documents through addenda. The City will review responses by CH2M HILL prior to issue of addenda.

#### **Subtask 11.3: Pre-Bid Conference**

CH2M HILL will conduct a pre-bid conference for prospective bidders at the Project site. The project manager and up to two other design leads will attend the pre-bid conference.

#### **Subtask 11.4: Addenda**

CH2M HILL will prepare addenda to the Contract Documents and post to Onvia. The addenda will provide clarifications, minor additions, and minor modifications of the Contract Documents to facilitate the bidding and construction of the Project. The City will review the addenda prior to issue.

#### **Subtask 11.5: Bid Review/Recommendations**

CH2M HILL will attend the bid opening, prepare a bid tabulation, and assist the City by reviewing the bids received, identifying the lowest responsive/responsible bidder, and submitting a letter of recommendation for award to the City.

### **Deliverables for Task 11**

- Weekly updates of plan holders list.
- Addenda posted to Onvia Demand Star.
- Bid Tabulation.
- Letter of Recommendation to Award.

### **Assumptions for Task 11**

- Pre-bid meeting will take place in Twin Falls at the WWTP.
- The City Purchasing Department will be responsible for advertising.
- Level of effort assumes that only three addenda will be necessary for each contract.
- The City will review all addenda before distribution (1-day turn-around time assumed).

## Project Schedule

The key milestones associated with this Task Order are summarized in Table 2. A more detailed project schedule is provided as Attachment 2. In order to meet the proposed schedule, CH2M HILL has already initiated work on the Project Definition Phase (Task 3) with the City’s verbal approval to do so.

TABLE 2  
**Project Schedule – Major Milestones**  
*Twin Falls WWTP Phase 2 Expansion - Design*

Description	Milestone Date
<b>Design Process</b>	
Project Definition Phase	July 2013
Preliminary Engineering & Design (30% Design)	September 2013
Design Development (60% Design)	December 2013
Construction Document Design (90% Design)	March 2014
Final Design (100% Design)	May 2014
<b>Equipment Procurement</b>	
RFP For IFAS Equipment Procurement, Blowers, & Secondary Clarifier Mechanism (3 Separate Packages)	November 2013
Proposals Due	December 2013
<b>Construction Packages Bid Process</b>	
Bid Package 1 (Earthwork) Available	March 2014
Bid Package 1 (Earthwork) Opening	March 2014
Bid Package 2 (General) Available	June 2014
Bid Package 2 (General) Opening	July 2014

The schedule presented above is an estimate of the project duration and does not contractually bind CH2M HILL and City to interim or final completion milestone dates. The schedule is based on the assumption that CH2M HILL will not wait on the review by DEQ of the Preliminary Design Report submitted at 30 percent before proceeding with the design development task. The schedule also assumes the City will complete all reviews at a review workshop and within 3 days, otherwise CH2M HILL shall begin work on the subsequent design stages prior to completion of City review. If this schedule approach is pursued, City assumes the risk associated with approach if it results in redesign or extra design by CH2M HILL. City may elect, at its own discretion, to await DEQ review prior to directing CH2M HILL to proceed with the design development task. Activities to be undertaken by City, such as permitting activities, are not shown in the schedule and are understood to potentially affect the overall project schedule. Minor adjustments to the schedule are understood to have negligible impact on the project budget. Extended delay in the project schedule is understood to impact the project budget presented above because of labor escalation costs and inefficiencies in project execution.

## Compensation

### Level of Effort

Table 3 presents a summary of the task level of effort estimates. CH2M HILL has developed this level of effort estimate based on the work plan presented herein and assumptions stated previously. The fees will be billed as time and material, and will not exceed the total amount below without prior approval by the City.

The task budget subtotals identify the focus and level of effort for this work; however, they do not represent itemized not-to-exceed budget limits. The overall budget total for this work shall be the not-to-exceed budget limit.

The City will compensate CH2M HILL for labor, expenses, and subconsultants. Labor will be billed at 3.19 times raw labor plus direct expenses plus a service charge of 5% on outside services and subconsultants.

TABLE 3

#### Compensation

*Twin Falls WWTP Phase 2 Expansion - Design*

<b>Task</b>	<b>Labor</b>	<b>Expenses</b>	<b>Total</b>
Task 1 - Project Management and Initiation	\$583,348	\$45,524	\$628,872
Task 2 - Quality Assurance/Quality Control (QA/QC)	\$110,205	\$0	\$110,205
Task 3 - Project Definition Phase	\$104,841	\$3,375	\$108,216
Task 4 - Site Survey	\$0	\$80,000	\$80,000
Task 5 - Geotechnical Investigation	\$0	\$10,000	\$10,000
Task 6 - Preliminary Engineering Report (30 Percent Design)	\$353,136	\$7,589	\$360,725
Task 7 - Equipment Procurement Packages	\$29,007	\$0	\$29,007
Task 8 - Design Development Documents (60 Percent Design)	\$737,642	\$15,546	\$753,188
Task 9 - Construction Document Design (90 Percent Design)	\$674,454	\$13,667	\$688,121
Task 10 - Final Design Documents (100 Percent Design)	\$357,749	\$6,867	\$364,616
Task 11 - Bid Period Services	\$37,280	\$726	\$38,006
<b>TOTAL (all tasks)</b>	<b>\$2,987,662</b>	<b>\$183,294</b>	<b>\$3,170,956</b>



September 16, 2013 City Council Meeting

To: Honorable Mayor and City Council

From: Bill Carberry, Airport Manager

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Request: Presentation by Jim O'Donnell, Air Show Director, regarding the Air Magic Valley Air Show Organization's Future Plans

Time Estimate: Approximately 15 minutes with additional time for questions.

Background: The Twin Falls community has hosted several air shows since 1996 and the shows have grown very popular and more sophisticated over the years. A very large cast of volunteers, led by Air Show Director, Jim O'Donnell, made this event possible again in 2012. In addition to the large volunteer effort, sponsorships from local businesses and support from local government and public agencies helped make the show a success.

Mr. O'Donnell would like to take the opportunity to address the Council with a brief presentation on the future plans for Air Magic Valley including the establishment of a 501C-3 non-profit corporate status. Mr. O'Donnell would also like to brief the Council regarding plans for a June 20-22, 2014 air show. The concept for the June air show is a scaled-down event, no Blue Angels or other jet-team performances are planned.

Approval Process: N/A

Budget Impact: N/A

Regulatory Impact: N/A

Conclusion: Staff recommends the Council listen to the presentation and partake in the discussion with Jim O'Donnell.