



**AGENDA**  
**Regular Meeting of the City of Twin Falls**  
**Urban Renewal Agency Board**  
305 3<sup>rd</sup> Avenue East, Twin Falls, Idaho  
City Council Chambers  
Monday, August 11, 2014 at 12:00 pm.

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**URBAN RENEWAL AGENCY BOARD MEMBERS:**

Dexter Ball Secretary	Dan Brizee Vice-Chairman	Neil Christensen	Perri Gardner	Bob Richards	Leon Smith Chairman	Sarah Taylor
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1. Call meeting to order.
2. Consent Agenda:
  - a. Review and approval of minutes from the July 14, 2014 Regular Meeting
  - b. Review and approval of August 2014 financial reports.
3. Public Hearing for FY 2015 TFURA budget
4. Consideration of a request to adopt the FY 2015 budget – Brent Hyatt (see staff report)
5. Presentation on the Hankins Road Reservoir Project and Bidding Update – Lee Glaeseman (see staff report)
6. Consideration of a request to approve Otak Inc Main Avenue Master Plan and Preliminary Design scope of work, timeline, budget, and authorize the Chairman to sign the Agreement (staff report forthcoming)
7. Public input and/or items from the Urban Renewal Agency Board or staff.
8. Adjourn. Next regular meeting: **Monday, September 8, 2014 @ 12:00 pm**

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***\*Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lorrie Bauer at (208) 735-7313 at least two days before the meeting. Si desea esta información en español, llame Leila Sanchez al (208)735-7287.***



**MEETING MINUTES  
July 14, 2014**

The Urban Renewal Agency held its regular meeting at 12 noon this date in the Twin Falls City Council Chambers located at 305 3<sup>rd</sup> Avenue East, Twin Falls. Those present were:

Leon Smith	URA Vice-Chair
Dexter Ball	URA Secretary
Perri Gardner	URA Member
Neil Christensen (via phone)	URA Member
Dan Brizee	URA Member
Sarah Taylor	URA Member
Bob Richards	URA Member

**Also present:**

Melinda Anderson	Urban Renewal Executive Director
Mitch Humble	City of Twin Falls Community Development Director
Brent Hyatt	City of Twin Falls Assistant Finance Officer
Greg Lanting	Twin Falls City Council Liaison to URA
Chris Talkington	Twin Falls City Council
Renee Carraway	Twin Falls City Zoning & Development Manager
Lorrie Bauer	City of Twin Falls Administrative Assistant
Josh Palmer	Public Information Officer

**Agenda Item 1: Call meeting to order.**

Vice Chairman Leon Smith called the meeting to order at 12:01 p.m. He welcomed Bob Richards to the URA and congratulated Perri Gardner on her new job as an instructor for the College of Southern Idaho.

**Consideration of amendments to the Agenda.**

Melinda Anderson asked Vice Chairman Smith if the board would to amend the agenda to add “Executive Session 67-2345(1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency” to the agenda. Dan Brizee moved to amend the agenda and Perri Gardner seconded the motion. Roll call vote showed all board members voted in favor of the motion. Approved 7:0.

**Agenda Item 2: Consent Agenda - Review and approval of minutes from the June 9, 2014 Regular Meeting, June 18 Special Meeting, and the July 1 Special Meeting and review and approval of July 2014 financial reports.**

Neil Christensen motioned to approve the consent agenda in its entirety and Sarah Taylor seconded. Roll call vote showed that all board members voted in favor of the motion. Approved 7:0.

**Agenda Item 3: Annual Election of Officers – Chairman, Vice-Chairman, and Secretary (Leon Smith).**

Bob Richards nominated Leon Smith for Chairman. Perri Gardner seconded. No other nominations were forthcoming. Dan Brizee motioned nominations be closed. Bob Richards seconded. Nominations for Chairman were closed. Roll call vote showed that all board members voted in favor of Leon Smith as Chairman. Approved 7:0.

Perri Gardner nominated Dan Brizee and Bob Richards nominated Dexter Ball for Vice-Chairman. Dan Brizee motioned nominations be closed. Chairman Smith declared nominations closed with two candidates. Roll call vote for Dan Brizee as Vice-Chairman: Perri Gardner, Neil Christensen, Sarah Taylor and Dan Brizee voted Yes; Leon Smith, Dexter Ball, and Bob Richards voted No. Majority voted in favor of Dan Brizee as Vice-Chairman, 4:3.

Dan Brizee moved to nominated Dexter Ball for Secretary. Perri Gardner seconded. No other nominations were forthcoming. Dan Brizee motioned nominations be closed. Bob Richards seconded. Nominations for Secretary were closed. Roll call vote showed that all board members voted in favor of Dexter Ball as Secretary. Approved 7:0.

**Agenda Item 4: Public input and/or items from the Urban Renewal Agency Board or Staff.**

None.

**Agenda Item 5: Adjournment:**

Chairman Leon Smith read each of the 3 three requests to adjourn into Executive Session:

- a. 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 elective office or deliberations about staffing needs in general.
- b. 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 other states or nations.
- c. Executive Session 67-2345(1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.

Bob Richards motioned to go into Executive Session and Dexter Ball seconded. Roll call vote showed that all board members voted in favor of the motion, 7:0. Adjourned to executive session at 12:15 p.m.

Chairman Smith indicated that the board would be coming back into open session upon completion of the Executive Session to likely vote on one of the matters.

Note: Neil Christensen dismissed himself from the remainder of the meeting.

Executive session ended at 1:15 and the open meeting reconvened at that time. Chairman Smith asked for a motion to rank the firms who had responded to TFURA's Request for Qualifications for the Main Ave public facilitation of the redesign. Of the three firms that interviewed with the Main Ave Evaluation Committee and the TFURA board, Chairman Smith asked the board to

rank the firms #1, #2, and #3. Perri Gardner made a motion to rank Otak #1, Bob Richards seconded it. The voice vote showed the vote at 6-0. Sarah Taylor made a motion to rank SERA Architects at #2, Dan Brizee seconded it. The voice vote showed the vote at 5-1 with Bob Richards voting against. Perri Gardner made a motion to rank Myhre Group Architects at #3, Dan Brizee seconded it. The voice vote showed the vote at 5-1, with Bob Richards voting against it.

**Agenda Item 6: Adjourn. Next regular meeting is Monday, August 11, 2014 @ 12:00 p.m.**  
Chair Smith adjourned the meeting at 1:30 p.m.

Respectfully submitted,

Lorrie Bauer  
Administrative Assistant

**Urban Renewal Agency of the City of Twin Falls, ID**  
**P & L Budget vs. Actual with Declining Bal.(\$ Over Budget)**

October 2013 through July 2014

	Oct '13 - Jul 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Line of Credit Adv. - Clif Bar	3,919,606.73			
Contributions	2,750,000.00			
Investment Income	1,990.47	1,300.00	690.47	153.1%
Property Taxes	7,470,070.00	7,818,963.00	-348,893.00	95.5%
Rental Income	356,137.41	427,673.00	-71,535.59	83.3%
<b>Total Income</b>	<b>14,497,804.61</b>	<b>8,247,936.00</b>	<b>6,249,868.61</b>	<b>175.8%</b>
<b>Gross Profit</b>	<b>14,497,804.61</b>	<b>8,247,936.00</b>	<b>6,249,868.61</b>	<b>175.8%</b>
<b>Expense</b>				
Legal Advertising	24.52			
<b>RAA 4-1</b>				
Downtown Development	187,297.32			
Glanbia Project	34,006.52			
RAA 4-1 - Other	31,134.00	4,953,941.00	-4,922,807.00	0.6%
<b>Total RAA 4-1</b>	<b>252,437.84</b>	<b>4,953,941.00</b>	<b>-4,701,503.16</b>	<b>5.1%</b>
<b>RAA 4-3 (Chobani)</b>				
Debt Pay. (Chobani) Interest	1,919,267.40	1,919,268.00	-0.60	100.0%
Debt Pay. (Chobani) Principal	954,000.00	2,922,000.00	-1,968,000.00	32.6%
RAA 4-3 (Chobani) - Other	1,824,164.42	12,402,253.00	-10,578,088.58	14.7%
<b>Total RAA 4-3 (Chobani)</b>	<b>4,697,431.82</b>	<b>17,243,521.00</b>	<b>-12,546,089.18</b>	<b>27.2%</b>
<b>RAA 4-4 (Clif Bar)</b>	<b>3,911,667.03</b>			
Bond Trustee Fees	3,000.00	6,500.00	-3,500.00	46.2%
Community Relations & Website	0.00	200.00	-200.00	0.0%
Debt Payments - Interest	139,768.76	271,211.00	-131,442.24	51.5%
Debt Payments - Principal	26,429.29	453,875.00	-427,445.71	5.8%
Dues and Subscriptions	2,250.00	2,500.00	-250.00	90.0%
Insurance Expense	5,320.00	5,300.00	20.00	100.4%
Legal Expense	153.01	1,000.00	-846.99	15.3%
Management Fee	0.00	136,500.00	-136,500.00	0.0%
Meeting Expense	1,582.93	3,500.00	-1,917.07	45.2%
Miscellaneous	145.40	500.00	-354.60	29.1%
Office Expense	344.33	500.00	-155.67	68.9%
Prof. Dev.\Training	800.00	2,800.00	-2,000.00	28.6%
Professional Fees	0.00	25,000.00	-25,000.00	0.0%
Property Tax Expense	36,075.48	35,500.00	575.48	101.6%
Real Estate Exp. - Call Center	87,994.86	137,235.00	-49,240.14	64.1%
Real Estate Exp. - Other	1,970.86	6,200.00	-4,229.14	31.8%
Real Estate Lease	72,000.00	72,000.00	0.00	100.0%
<b>Total Expense</b>	<b>9,239,396.13</b>	<b>23,357,783.00</b>	<b>-14,118,386.87</b>	<b>39.6%</b>
<b>Net Ordinary Income</b>	<b>5,258,408.48</b>	<b>-15,109,847.00</b>	<b>20,368,255.48</b>	<b>-34.8%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Cash Carryover	0.00	15,515,365.00	-15,515,365.00	0.0%
Transfers In	0.00	152,800.00	-152,800.00	0.0%
Transfers Out	0.00	-152,800.00	152,800.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>15,515,365.00</b>	<b>-15,515,365.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>15,515,365.00</b>	<b>-15,515,365.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>5,258,408.48</b>	<b>405,518.00</b>	<b>4,852,890.48</b>	<b>1,296.7%</b>

## Twin Falls Urban Renewal July, 2014 List of Checks

Check #	Date	Paid Amount	Name	Account	Memo
2753	7/14/14	89.68	Great Harvest Bread Company	Meeting Expense	Lunches for URA Meeting 7/14/14
2754	7/28/14	921,316.79	Wells Fargo Bank	Property Tax Income	URA Property Taxes - June, 2014
2755	7/31/14	59,884.65	City of Twin Falls	RAA 4-3 Chobani	Request #32 Chobani Project Costs
2756	8/5/14	2,434.70	Jenndarr Farms	RAA 4-4 Clif Bar	Weed extermination
2757	8/5/14	5,520.00	EHM Engineers	RAA 4-4 Clif Bar	Hankins & Kimberly Rd 80% Topo Survey
2758	8/5/14	2,015.00	Commercial Property Maintenance	Real Estate Expense - Call Ctr	Landscape Maintenance - July
2759	8/5/14	440.00	J & L Sweeping Service, Inc.	Real Estate Expense - Call Ctr	C3 property maintenance - July, 2014
2760	8/5/14	450.00	K & G Management	Real Estate Expense - Call Ctr	Property Mgmt.
2761	8/5/14	1,700.00	Idaho Scapes, Inc.	RAA 4-1 DT Development	Pocket Park Maintenance (Dennis Bowyer Park)
2762	8/5/14	3,480.00	PMF, Inc.	RAA 4-1 DT Dev Glanbia	Pedestrian Access/Parking Lot
2763	8/5/14	385.43	City of Twin Falls	Real Estate Expense - Call Ctr	C3 Landscape water
2764	8/5/14	6.80	Idaho Power	Real Estate Expense - Other	Power - 242 2nd Ave S
2764	8/5/14	6.60	Idaho Power Company	RAA 4-1 DT Development	Power - 122 4th Ave S Park - Dennis Bowyer Park
2764	8/5/14	74.86	Idaho Power Company	Real Estate Expense-Call Ctr	Power - 851 Poleline

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Profit & Loss Detail**  
**July 2014**

Type	Date	Num	Name	Memo	Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Line of Credit Adv. - Clif Bar</b>						
Deposit	07/11/2014		Clif Bar & Co.	Deposit	8,144.70	8,144.70
Total Line of Credit Adv. - Clif Bar					8,144.70	8,144.70
<b>Investment Income</b>						
Deposit	07/01/2014		Zions First National ...	Interest on Account	6.81	6.81
Deposit	07/01/2014		Zions First National ...	Interest on Account	23.28	30.09
Deposit	07/01/2014		Zions First National ...	Interest on Account	0.15	30.24
Deposit	07/01/2014			Interest	401.01	431.25
Deposit	07/01/2014			Interest	5.75	437.00
Deposit	07/01/2014			Interest	30.24	467.24
Total Investment Income					467.24	467.24
<b>Property Taxes</b>						
Deposit	07/28/2014		Twin Falls County	June Taxes	2,262,148.57	2,262,148.57
Deposit	07/31/2014		Wells Fargo	Transfer of Property Taxes	921,316.79	3,183,465.36
Total Property Taxes					3,183,465.36	3,183,465.36
<b>Rental Income</b>						
Deposit	07/03/2014		US Treasury	VA Rent	1,333.33	1,333.33
Deposit	07/15/2014	13655	C3	Rent - July, 2014	34,760.50	36,093.83
Total Rental Income					36,093.83	36,093.83
Total Income					3,228,171.13	3,228,171.13
Gross Profit					3,228,171.13	3,228,171.13
<b>Expense</b>						
<b>RAA 4-3 (Chobani)</b>						
Check	07/01/2014	2742	City of Twin Falls	Request #31	87,704.46	87,704.46
Check	07/31/2014	2755	City of Twin Falls	Request #32 Chobani Project Costs	59,884.65	147,589.11
Total RAA 4-3 (Chobani)					147,589.11	147,589.11
<b>Debt Payments - Interest</b>						
Check	07/01/2014	C2	Larry Tucker & Kare...		961.04	961.04
Total Debt Payments - Interest					961.04	961.04
<b>Debt Payments - Principal</b>						
Check	07/01/2014	C2	Larry Tucker & Kare...		2,702.64	2,702.64
Total Debt Payments - Principal					2,702.64	2,702.64
<b>Meeting Expense</b>						
Check	07/07/2014	2743	Lorrie Bauer	Balance of Lunch and Meeting Refreshments	14.39	14.39
Check	07/14/2014	2753	Great Harvest Bread...	URA meeting July 14, 2014	89.68	104.07
Total Meeting Expense					104.07	104.07
<b>Miscellaneous</b>						
Check	07/10/2014	2750	Canyon Floral	Board member farewell	37.95	37.95
Total Miscellaneous					37.95	37.95
<b>Office Expense</b>						
Check	07/01/2014	BC	Wells Fargo		15.00	15.00
Check	07/31/2014	BC	Wells Fargo		15.00	30.00
Total Office Expense					30.00	30.00
<b>Real Estate Exp. - Call Center</b>						
Check	07/10/2014	2744	Sawtooth Spraying S...	Weed kill lots	180.00	180.00
Check	07/10/2014	2745	Riedesel Engineering	HVAC bidding/Award	390.00	570.00
Check	07/10/2014	2746	J & L Sweeping Serv...	June parking lot sweeping	352.00	922.00
Check	07/10/2014	2747	K & G Property Man...	Property mgmt - June	450.00	1,372.00
Check	07/10/2014	2748	Commercial Property...	Landscape maintenance - June	1,895.00	3,267.00
Check	07/10/2014	2749	Quality First Asphalt ...	Patching 8 potholes	3,375.00	6,642.00
Check	07/10/2014	2751	City of Twin Falls	Landscape water	222.75	6,864.75
Total Real Estate Exp. - Call Center					6,864.75	6,864.75
<b>Real Estate Exp. - Other</b>						
Check	07/10/2014	2752	Idaho Power Company	242 2nd Ave S	7.72	7.72
Check	07/10/2014	2752	Idaho Power Company	122 4th Ave S Park	6.60	14.32
Total Real Estate Exp. - Other					14.32	14.32
Total Expense					158,303.88	158,303.88
Net Ordinary Income					3,069,867.25	3,069,867.25
<b>Net Income</b>					<b>3,069,867.25</b>	<b>3,069,867.25</b>

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet**  
As of July 31, 2014

	Jul 31, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash</b>	
State Investment Pool	3,750,952.26
WF General Checking #6350	229,215.02
WF Revenue Alloc. #5601	4,618,791.88
WF Bond Reserve #5602	699,122.50
WF Bond Fund #5600	34.69
Zions Revenue Alloc. #8616	2,280,798.38
Zions Revenue Alloc. #8616A	693,629.82
Zions Bond Reserve #8616C	2,874,004.34
Zions Revenue Alloc. #8616B	0.78
<b>Total Cash</b>	15,146,549.67
<b>Total Checking/Savings</b>	15,146,549.67
<b>Other Current Assets</b>	
Deposits	10,000.00
Due from Other Governments	7,676.70
Property Taxes Receivable	110,166.11
<b>Total Other Current Assets</b>	127,842.81
<b>Total Current Assets</b>	15,274,392.48
<b>Fixed Assets</b>	
Land	1,350,000.00
Building	3,779,695.16
Equipment	475,000.00
Accumulated Depreciation	-568,206.77
<b>Total Fixed Assets</b>	5,036,488.39
<b>TOTAL ASSETS</b>	<b>20,310,880.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	
Deferred Rev.-Property Tax	110,166.11
Security Deposit	68,157.84
<b>Total Long Term Liabilities</b>	178,323.95
<b>Total Liabilities</b>	178,323.95
<b>Equity</b>	
<b>Fund Balance</b>	
Fund Balance-General Fund	-98,600.76
Fund Balance-Revenue Alloc.	8,782,929.78
Fund Balance-Bond Fund	6,448,393.24
Fund Balance-Rental Fund	5,585,571.62
<b>Total Fund Balance</b>	20,718,293.88
Unrestricted Net Assets	-5,844,145.44
Net Income	5,258,408.48
<b>Total Equity</b>	20,132,556.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,310,880.87</b>

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of July 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>ASSETS</b>						17,241,013.62
<b>Current Assets</b>						12,204,525.23
<b>Checking/Savings</b>						12,076,682.42
<b>Cash</b>						12,076,682.42
<b>State Investment Pool</b>						3,750,551.25
Deposit	07/01/2014			Interest	401.01	3,750,952.26
Total State Investment Pool					401.01	3,750,952.26
<b>WF General Checking #6350</b>						192,027.58
Check	07/01/2014	2742	City of Twin Falls	Request #31	-87,704.46	104,323.12
Transfer	07/01/2014			Funds Transfer	87,704.46	192,027.58
Check	07/01/2014	BC	Wells Fargo		-15.00	192,012.58
Deposit	07/03/2014			Deposit	1,333.33	193,345.91
Check	07/07/2014	2743	Lorrie Bauer	Balance of Lunch and Meeting Refreshe...	-14.39	193,331.52
Check	07/10/2014	2744	Sawtooth Spraying Service	Invoice 32951	-180.00	193,151.52
Check	07/10/2014	2745	Riedesel Engineering	Invoice 9878	-390.00	192,761.52
Check	07/10/2014	2746	J & L Sweeping Service, Inc.	Invoice 23767	-352.00	192,409.52
Check	07/10/2014	2747	K & G Property Management	Invoice 3442	-450.00	191,959.52
Check	07/10/2014	2748	Commercial Property Mainte...	Invoice #2782	-1,895.00	190,064.52
Check	07/10/2014	2749	Quality First Asphalt Mainten...	Invoice #1994	-3,375.00	186,689.52
Check	07/10/2014	2750	Canyon Floral	Invoice #010537	-37.95	186,651.57
Check	07/10/2014	2751	City of Twin Falls	Account 030304-000	-222.75	186,428.82
Check	07/10/2014	2752	Idaho Power Company	Accts 2204548537=7.72, 2220512228=6...	-14.32	186,414.50
Deposit	07/11/2014			Deposit	8,144.70	194,559.20
Check	07/14/2014	2753	Great Harvest Bread Company	URA Lunches	-89.68	194,469.52
Deposit	07/15/2014			Deposit	34,760.50	229,230.02
Deposit	07/28/2014			Deposit	921,316.79	1,150,546.81
Check	07/28/2014	2754	Wells Fargo Bank	Property Taxes	-921,316.79	229,230.02
Transfer	07/31/2014			Funds Transfer	59,884.65	289,114.67
Check	07/31/2014	2755	City of Twin Falls	Certificate #32	-59,884.65	229,230.02
Check	07/31/2014	BC	Wells Fargo		-15.00	229,215.02
Total WF General Checking #6350					37,187.44	229,215.02
<b>WF Revenue Alloc. #5601</b>						3,701,108.53
Check	07/01/2014	C2	Larry Tucker & Karen Tucker		-3,663.68	3,697,444.85
Deposit	07/01/2014			Interest	30.24	3,697,475.09
Deposit	07/31/2014			Deposit	921,316.79	4,618,791.88
Total WF Revenue Alloc. #5601					917,683.35	4,618,791.88
<b>WF Bond Reserve #5602</b>						699,122.50
Total WF Bond Reserve #5602						699,122.50
<b>WF Bond Fund #5600</b>						28.94
Deposit	07/01/2014			Interest	5.75	34.69
Total WF Bond Fund #5600					5.75	34.69
<b>Zions Revenue Alloc. #8616</b>						18,649.66
Deposit	07/01/2014			Deposit	0.15	18,649.81
Deposit	07/28/2014			Deposit	2,262,148.57	2,280,798.38
Total Zions Revenue Alloc. #8616					2,262,148.72	2,280,798.38
<b>Zions Revenue Alloc. #8616A</b>						841,212.12
Transfer	07/01/2014			Funds Transfer	-87,704.46	753,507.66
Deposit	07/01/2014			Deposit	6.81	753,514.47
Transfer	07/31/2014			Funds Transfer	-59,884.65	693,629.82
Total Zions Revenue Alloc. #8616A					-147,582.30	693,629.82
<b>Zions Bond Reserve #8616C</b>						2,873,981.06
Deposit	07/01/2014			Deposit	23.28	2,874,004.34
Total Zions Bond Reserve #8616C					23.28	2,874,004.34
<b>Parking Lot Sinking Cash #3425</b>						0.00
Total Parking Lot Sinking Cash #3425						0.00
<b>Wells Fargo Securities #1251</b>						0.00
Total Wells Fargo Securities #1251						0.00
<b>Zions Revenue Alloc. #8616B</b>						0.78
Total Zions Revenue Alloc. #8616B						0.78
<b>Zions Warrant #6362</b>						0.00
Total Zions Warrant #6362						0.00
<b>Cash - Other</b>						0.00
Total Cash - Other						0.00
Total Cash					3,069,867.25	15,146,549.67
Total Checking/Savings					3,069,867.25	15,146,549.67
<b>Accounts Receivable</b>						0.00
<b>Accounts Receivable</b>						0.00

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of July 31, 2014

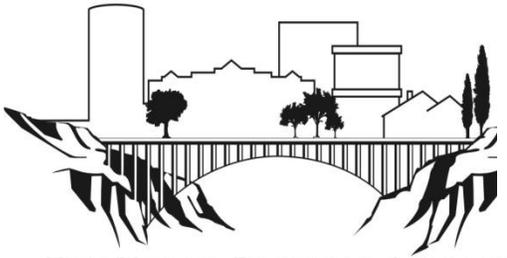
Type	Date	Num	Name	Memo	Amount	Balance
Total Accounts Receivable						0.00
Total Accounts Receivable						0.00
<b>Other Current Assets</b>						127,842.81
<b>Account Receivable - Chobani</b>						0.00
Total Account Receivable - Chobani						0.00
<b>Deposits</b>						10,000.00
Total Deposits						10,000.00
<b>Due from Other Governments</b>						7,676.70
Total Due from Other Governments						7,676.70
<b>Interest Receivable</b>						0.00
<b>Int. Rec.-Zions Bond</b>						0.00
Total Int. Rec.-Zions Bond						0.00
<b>Int. Rec.-Bond Fund</b>						0.00
Total Int. Rec.-Bond Fund						0.00
<b>Int. Rec.-Revenue Allocation</b>						0.00
Total Int. Rec.-Revenue Allocation						0.00
<b>Interest Receivable - Other</b>						0.00
Total Interest Receivable - Other						0.00
Total Interest Receivable						0.00
<b>Inventory Asset</b>						0.00
Total Inventory Asset						0.00
<b>Prepaid Insurance</b>						0.00
Total Prepaid Insurance						0.00
<b>Property Taxes Receivable</b>						110,166.11
Total Property Taxes Receivable						110,166.11
Total Other Current Assets						127,842.81
Total Current Assets					3,069,867.25	15,274,392.48
<b>Fixed Assets</b>						5,036,488.39
<b>Land</b>						1,350,000.00
Total Land						1,350,000.00
<b>Building</b>						3,779,695.16
Total Building						3,779,695.16
<b>Equipment</b>						475,000.00
Total Equipment						475,000.00
<b>Accumulated Depreciation</b>						-568,206.77
Total Accumulated Depreciation						-568,206.77
Total Fixed Assets						5,036,488.39
<b>Other Assets</b>						0.00
<b>Due from General (4-2)</b>						0.00
Total Due from General (4-2)						0.00
<b>Lease Receivable-Jayco</b>						0.00
Total Lease Receivable-Jayco						0.00
<b>Note Receivable - Agro Farma</b>						0.00
Total Note Receivable - Agro Farma						0.00
<b>Property Tax Clearing Account</b>						0.00
Deposit	07/28/2014	14-02216...	Twin Falls County	Property Taxes - July, 2014	-921,316.79	-921,316.79
Check	07/28/2014	2754	Wells Fargo Bank	Property Taxes July, 2014	921,316.79	0.00
Total Property Tax Clearing Account					0.00	0.00
Total Other Assets					0.00	0.00
<b>TOTAL ASSETS</b>					<b>3,069,867.25</b>	<b>20,310,880.87</b>
<b>LIABILITIES &amp; EQUITY</b>						17,241,013.62
<b>Liabilities</b>						178,323.95
<b>Current Liabilities</b>						0.00
<b>Accounts Payable</b>						0.00
Accounts Payable						0.00

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of July 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Total Accounts Payable						0.00
Total Accounts Payable						0.00
<b>Credit Cards</b>						0.00
Total Credit Cards						0.00
<b>Other Current Liabilities</b>						0.00
<b>Due to Other Governments</b>						0.00
Total Due to Other Governments						0.00
<b>Accts Pay - Bond Fund</b>						0.00
Total Accts Pay - Bond Fund						0.00
<b>Accts Pay - General</b>						0.00
Total Accts Pay - General						0.00
<b>Accts Pay - Rental Fund</b>						0.00
Total Accts Pay - Rental Fund						0.00
<b>Accts Pay - Rev. Alloc. 4-1</b>						0.00
Total Accts Pay - Rev. Alloc. 4-1						0.00
<b>Accts Pay - Rev. Alloc. 4-3</b>						0.00
Total Accts Pay - Rev. Alloc. 4-3						0.00
<b>Payroll Liabilities</b>						0.00
Total Payroll Liabilities						0.00
<b>Prepaid Rent</b>						0.00
Total Prepaid Rent						0.00
Total Other Current Liabilities						0.00
Total Current Liabilities						0.00
<b>Long Term Liabilities</b>						178,323.95
<b>BID Grant Oversight</b>						0.00
Total BID Grant Oversight						0.00
<b>Deferred Rev.-Lease</b>						0.00
Total Deferred Rev.-Lease						0.00
<b>Deferred Rev.-Lease Principal</b>						0.00
Total Deferred Rev.-Lease Principal						0.00
<b>Deferred Rev.-Property Tax</b>						110,166.11
Total Deferred Rev.-Property Tax						110,166.11
<b>Due to Rev. Alloc. (4-1)</b>						0.00
Total Due to Rev. Alloc. (4-1)						0.00
<b>Notes and Bonds Payable</b>						0.00
<b>Bond Payable - Rev. Alloc.</b>						0.00
Total Bond Payable - Rev. Alloc.						0.00
<b>Note - D.L. Evans Bank</b>						0.00
Total Note - D.L. Evans Bank						0.00
<b>Note - Dell Building</b>						0.00
Total Note - Dell Building						0.00
<b>Note - McElliott</b>						0.00
Total Note - McElliott						0.00
<b>Notes and Bonds Payable - Other</b>						0.00
Total Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable						0.00
<b>Security Deposit</b>						68,157.84
Total Security Deposit						68,157.84
Total Long Term Liabilities						178,323.95
Total Liabilities						178,323.95
<b>Equity</b>						17,062,689.67
<b>Fund Balance</b>						20,718,293.88
<b>Fund Balance-General Fund</b>						-98,600.76
Total Fund Balance-General Fund						-98,600.76

**Urban Renewal Agency of the City of Twin Falls, ID**  
**Balance Sheet Detail**  
As of July 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>Fund Balance-Revenue Alloc.</b>						8,782,929.78
Total Fund Balance-Revenue Alloc.						8,782,929.78
<b>Fund Balance-Bond Fund</b>						6,448,393.24
Total Fund Balance-Bond Fund						6,448,393.24
<b>Fund Balance-Rental Fund</b>						5,585,571.62
Total Fund Balance-Rental Fund						5,585,571.62
<b>Fund Balance-Sinking Fund</b>						0.00
Total Fund Balance-Sinking Fund						0.00
<b>Fund Balance - Other</b>						0.00
Total Fund Balance - Other						0.00
Total Fund Balance						20,718,293.88
<b>Opening Balance Equity</b>						0.00
Total Opening Balance Equity						0.00
<b>Unrestricted Net Assets</b>						-5,844,145.44
Total Unrestricted Net Assets						-5,844,145.44
<b>Net Income</b>						2,188,541.23
Total Net Income					3,069,867.25	5,258,408.48
Total Equity					3,069,867.25	20,132,556.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>					<b>3,069,867.25</b>	<b>20,310,880.87</b>



**THE URBAN RENEWAL AGENCY  
OF THE CITY OF TWIN FALLS**

**Date:** August 11, 2014  
**To:** Urban Renewal Agency of the City of Twin Falls  
**From:** Melinda Anderson, URA Executive Director

---

**Request:**

Consideration of a request to adopt the FY 2015 TFURA budget.

**Background:**

At the June 9, 2014 the TFURA board reviewed the preliminary budget and adopted a preliminary budget amount of \$30,622,716. Attached is the final budget with some minor changes that actually reduces the budget to \$29,861,485.

The significant changes are:

- Reduced the amount of property tax income expected from Chobani as the amount was overestimated.
- Eliminated the Zions Bank Series B bond debt payoff as that will take place before FY 2014 ends.
- Adjusted the cash carryover for Chobani to include the excess left from the Series B once bond payoff is made.
- Recognized additional project commitments for Chobani, including the odor control and wastewater line improvement on the Canyon Springs grade.

Revenues

Revenues projected for FY 2015 are:

Property Tax Revenue	\$ 7,027,260
Rental Income	\$ 435,908
Loan proceeds	\$15,688,985
Investment Income	<u>\$ 2,550</u>
Subtotal	\$23,154,703
Cash Carryover	<u>\$ 6,706,782</u>
<b>Total</b>	<b>\$29,861,485</b>

Expenditures

Expenditures projected for FY 2015 are:

Bonds and other debt	\$ 3,408,024
4-3, 4-4 expenditures	\$22,119,008
General Fund	\$ 256,650
Real Estate	\$ 242,400
Projects (RAAs 4-1, 4-2)	<u>\$ 3,774,856</u>
<b>Total</b>	<b>\$29,800,938</b>

**Approval Process:**

After the public hearing the FY15 budget must adopted in open session by a majority of the board members.

**Budget Impact:**

This will set the budget for FY 2015.

**Conclusion:**

We ask the board to adopt the FY 2015 budget amount, \$29,861,485.

**Attachments:**

1. Final FY 2015 budget

**Urban Renewal Agency of the City of Twin Falls, Idaho**  
**Budget Estimates**  
**Fiscal Year October 1, 2014 through September 30, 2015**

	2014-2015 Budget							Budget 2014-15
	General	Rental Fund	Revenue Allocation			Bond Fund		
		4-1	4-3 (Chobani)	4-4 (Clif)	Wells Fargo	Zions Bank		
<b>Revenue</b>								
Investment Income	2,000		250			70	230	2,550
Property Taxes			1,177,000	2,442,536		700,772	2,706,952	7,027,260
Rental Income		435,908						435,908
Loan Proceeds (Net of Costs)				693,623	14,995,362			15,688,985
<b>Total Revenue</b>	<b>2,000</b>	<b>435,908</b>	<b>1,177,250</b>	<b>3,136,159</b>	<b>14,995,362</b>	<b>700,842</b>	<b>2,707,182</b>	<b>23,154,703</b>
Transfer - Operating	224,650	(4,960)	(13,394)	(35,682)	(170,613)			0
Transfer - Storage Tank			(1,172,000)	1,172,000				0
Transfer - Building Loan		(768,000)	768,000					0
Forecasted Cash Carryover	30,000	640,000	3,015,000					3,685,000
Forecasted Cash Carryover - Chobani Bond				3,021,782				3,021,782
<b>Total Revenue and Cash Carryover</b>	<b>256,650</b>	<b>302,948</b>	<b>3,774,856</b>	<b>6,122,259</b>	<b>15,996,749</b>	<b>700,842</b>	<b>2,707,182</b>	<b>29,861,485</b>
<b>Expenditures</b>								
RAA 4-1 (& 4-2)			3,584,596					3,584,596
RAA 4-3 (Chobani) - Committed				1,511,020				1,511,020
RAA 4-3 - Additional Projects or Bond Buy Down				4,611,239				4,611,239
RAA 4-4 (Clif Bar)					15,996,749			15,996,749
Bond Trustee Fees						3,500	3,000	6,500
Community Relations & Website	1,700							1,700
Debt Payments - Interest			0			237,342		237,342
Debt Payments - Principal			184,060			460,000		644,060
Debt Pay Interest - Chobani							1,581,182	1,581,182
Debt Pay Principal - Chobani							1,123,000	1,123,000
Dues and Subscriptions	2,650							2,650
Insurance Expense - ICRMP	5,500							5,500
Legal Expense (Notices)	1,000							1,000
Management Fee	229,000							229,000
Meeting Expense	3,000							3,000
Miscellaneous	10,500							10,500
Office Expense	500							500
Prof. Dev.\Training	2,800							2,800
Property Tax Expense		37,000						37,000
Real Estate Exp. - Call Center		133,400						133,400
Real Estate Exp. - Other			6,200					6,200
Real Estate Lease		72,000						72,000
<b>Total Expense</b>	<b>256,650</b>	<b>242,400</b>	<b>3,774,856</b>	<b>6,122,259</b>	<b>15,996,749</b>	<b>700,842</b>	<b>2,707,182</b>	<b>29,800,938</b>
	0	60,548	(0)	(0)	(0)	0	0	60,547

**Notes:**

A). 12 Months for VA \$1,333; C3 - 8 mo. @ \$34,761 & 4 mo. @ \$35,456

B). The General Fund has no revenues and is dependent on transfers. Transfers have been allocated based on the activity level of the other operating funds. Activity has been determined by budgeted revenues.

C). Funds available for reimbursements to Chobani for qualifying projects

D). The current working model assumes that commitments to date are completed in 2014-15. Some of those have been made. The revenue allocation area will be created in 2014-15.

E). \$400 for CDFA; and \$1,500 for RAI legislative legal work plus \$400 annual dues

F.) The Management Fee was determined by taking last years fee and increasing by 3% and \$90,000 for the new engineer.

G). Remote Lot \$16,200; Call Center Lot \$20,800

H). Idaho Power \$4,000; K&G Property Management \$5,400; City of Twin Falls \$2,000; Repairs and Maintenance \$57,000; HVAC (Replacing 2 Units) \$65,000.

I). Electricity \$1,200; Weed Spraying \$4,000; Other \$1,000

J). Remote Lot near Call Center

Urban Renewal Agency of the City of Twin Falls, Idaho  
 Budget Estimates  
 Fiscal Year October 1, 2014 through September 30, 2015

	Three Years of Actual 2012-2013	2013-2014 Budget						Actual 10-1-13 to 4-30-14	2014-2015 Budget								
		General	Rental Fund	Revenue Allocation		Bond Fund			Total	General	Rental Fund	4-1	4-3 (Chobani)	4-4 (Clif)	Bond Fund		Budget 2014-15
				4-1	4-3 (Chobani)	Wells Fargo	Zions Bank							Wells Fargo	Zions Bank		
<b>Revenue</b>																	
Capital Lease - Jayco								0									
Investment Income	5,019.91			250		75	975	1,300	826	2,000		250		70	230	2,550	
Other Income	9,411.98							0								0	
Grant Income/Contributions								0	2,750,000							0	
Property Taxes	2,503,935.17			1,375,453	897,670	702,547	4,843,293	7,818,963	4,253,789		1,177,000	2,442,536		700,772	2,706,952	7,027,260	
Rental Income	417,683.11		427,673					427,673	249,219		435,908					435,908	
Loan Proceeds (Net of Costs)	38,211,711.33							0	3,906,462			693,623	14,995,362			15,688,985	
Sale of Assets	60,000.00							0								0	
<b>Total Revenue</b>	<b>41,207,761.50</b>	<b>0</b>	<b>427,673</b>	<b>1,375,703</b>	<b>897,670</b>	<b>702,622</b>	<b>4,844,268</b>	<b>8,247,936</b>	<b>11,160,296</b>	<b>2,000</b>	<b>435,908</b>	<b>1,177,250</b>	<b>3,136,159</b>	<b>14,995,362</b>	<b>700,842</b>	<b>2,707,182</b>	<b>23,154,703</b>
Transfer - Operating		152,800	(24,194)	(77,824)	(50,782)			0		224,650	(4,960)	(13,394)	(35,682)	(170,613)			0
Transfer - Storage Tank												(1,172,000)		1,172,000			0
Transfer - Building Loan											(768,000)	768,000					0
Forecasted Cash Carryover			246,774	3,713,226				3,960,000		30,000	640,000	3,015,000		0	0	3,685,000	
Forecasted Cash Carryover - Chobani Bond					11,555,365			11,555,365					3,021,782			3,021,782	
<b>Total Revenue and Cash Carryover</b>		<b>152,800</b>	<b>650,253</b>	<b>5,011,105</b>	<b>12,402,253</b>	<b>702,622</b>	<b>4,844,268</b>	<b>23,763,301</b>		<b>256,650</b>	<b>302,948</b>	<b>3,774,856</b>	<b>6,122,259</b>	<b>15,996,749</b>	<b>700,842</b>	<b>2,707,182</b>	<b>29,861,485</b>
<b>Expenditures</b>																	
RAA 4-1 (& 4-2)	1,147,351.10			4,953,941				4,953,941	233,676			3,584,596					3,584,596
RAA 4-3 (Chobani) - Committed	14,689,191.83				4,311,379			4,311,379	1,308,478				1,511,020				1,511,020
RAA 4-3 - Additional Projects or Bond Buy Down					8,090,874			8,090,874				4,611,239					4,611,239
RAA 4-4 (Clif Bar)									3,906,462					15,996,749			15,996,749
Bond Trustee Fees	8,250.00					3,500	3,000	6,500	3,000					3,500	3,000		6,500
Community Relations & Website		200						200		1,700							1,700
Debt Payments - Interest	293,874.87			12,089		259,122		271,211	136,845			0		237,342			237,342
Debt Payments - Principal	452,901.71			13,875		440,000		453,875	18,362			184,060		460,000			644,060
Debt Pay Interest - Chobani	531,924.45						1,919,268	1,919,268	1,919,267							1,581,182	1,581,182
Debt Pay Principal - Chobani	17,787,644.91						2,922,000	2,922,000	954,000							1,123,000	1,123,000
Dues and Subscriptions	2,150.00	2,500						2,500	2,250	2,650							2,650
Insurance Expense - ICRMP	2,391.50	5,300						5,300	5,320	5,500							5,500
Legal Expense (Notices)	479.43	1,000						1,000	153	1,000							1,000
Management Fee	113,000.00	136,500						136,500		229,000							229,000
Meeting Expense	2,118.31	3,500						3,500	1,120	3,000							3,000
Miscellaneous	27.45	500						500	58	10,500							10,500
Office Expense	449.63	500						500	284	500							500
Prof. Dev.\Training	1,312.52	2,800						2,800	400	2,800							2,800
Property Tax Expense	34,433.70		35,500					35,500	25,955		37,000						37,000
Real Estate Exp. - Call Center	47,108.69		137,235					137,235	17,347		133,400						133,400
Real Estate Exp. - Other	450.86			6,200				6,200	1,875			6,200					6,200
Real Estate Lease	72,000.00		72,000					72,000	72,000		72,000						72,000
Professional Fees	15,015.00			25,000				25,000									0
Real Estate Purchase								0									0
<b>Total Expense</b>	<b>35,202,075.96</b>	<b>152,800</b>	<b>244,735</b>	<b>5,011,105</b>	<b>12,402,253</b>	<b>702,622</b>	<b>4,844,268</b>	<b>23,357,783</b>	<b>8,606,852.00</b>	<b>256,650</b>	<b>242,400</b>	<b>3,774,856</b>	<b>6,122,259</b>	<b>15,996,749</b>	<b>700,842</b>	<b>2,707,182</b>	<b>29,800,938</b>
	<b>6,005,685.54</b>	<b>0</b>	<b>405,518</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>405,518</b>	<b>2,553,444.00</b>	<b>0</b>	<b>60,548</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>60,547</b>

A). 12 Months for VA \$1,333; C3 - 8 mo. @ \$34,761 & 4 mo. @ \$35,456

B). The General Fund has no revenues and is dependent on transfers. Transfers have been allocated based on the activity level of the other operating funds. Activity has been determined by budgeted revenues.

C). Funds available for reimbursements to Chobani for qualifying projects

D). The current working model assumes that commitments to date are completed in 2014-15. Some of those have been made. The revenue allocation area will be created in 2014-15.

E). \$400 for CDFA; and \$1,500 for RAI legislative legal work plus \$400 annual dues

F.) The Management Fee was determined by taking last years fee and increasing by 3% and \$90,000 for the new engineer.

G). Remote Lot \$16,200; Call Center Lot \$20,800

H). Idaho Power \$4,000; K&G Property Management \$5,400; City of Twin Falls \$2,000; Repairs and Maintenance \$57,000; HVAC (Replacing 2 Units) \$65,000.

I). Electricity \$1,200; Weed Spraying \$4,000; Other \$1,000

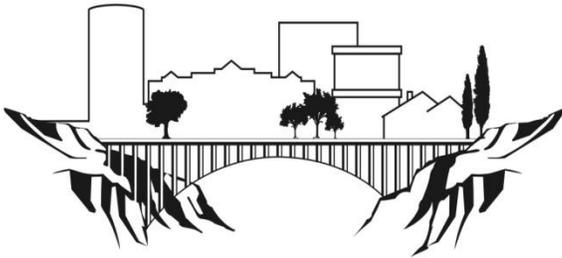
J). Remote Lot near Call Center

**Urban Renewal Agency of the City of Twin Falls, Idaho**

Fiscal Year October 1, 2014 through September 30, 2015

**Debt Service Amounts**

	Fund	2012-2013			2013-2014			2014-2015		
		Est. Balance	Principal	Interest	Est. Balance	Principal	Interest	Est. Balance	Principal	Interest
<b>Tax Exempt Refunding Bonds, Series 2005</b>										
Estimated Balance at September 30 of Prior Year		\$ 5,295,000			\$ 4,875,000			\$ 4,435,000		
2/1 payment	Wells Bond			139,956			\$ 129,561			118,671
8/1 payment	Wells Bond		\$ 420,000	\$ 139,956		\$ 440,000	\$ 129,561		460,000	118,671
<b>Zions Bank - Series 2013A (4/1 pymt)</b>	Zions Bond							31,611,000	1,123,000	1,581,182
<b>Zions Bank - Series 2013B (4/1 pymt)</b>	Zions Bond							1,968,000	70,000	98,439
<b>Note Payable - D L Evans Bank (Jayco I)</b>										
Estimated Balance at September 30 of Prior Year	Rev. Alloc.	\$ 471,535			-			-		
Monthly payments, per amortization schedule	Rev. Alloc.		\$ 214,144			-			-	
	Rev. Alloc.			\$ 15,931			-			-
<b>Note Payable - Larry McElliott</b>										
Estimated Balance at September 30 of Prior Year	RAA 4-1	\$ 2,878			-			-		
Monthly payments, per amortization schedule	RAA 4-1		\$ 2,875			-			-	
	RAA 4-1			\$ 22			-			-
<b>Note Payable - Larry Tucker and Karen Tucker</b>										
Estimated Balance at September 30 of Prior Year	RAA 4-1	\$ 245,958			\$ 215,935			184,060		
Monthly payments, per amortization schedule	RAA 4-1		\$ 30,023			\$ 13,875			\$ 33,841	
	RAA 4-1			\$ 13,941			\$ 12,089			\$ 10,123
Total budgeted principal and interest expenditures			\$ 667,042	\$ 169,850		\$ 453,875	\$ 271,211		\$ 1,686,841	\$ 1,927,086



**Date:** Monday, August 11, 2014

**To:** Urban Renewal Agency of the City of Twin Falls

**From:** Lee Glaesemann, City of Twin Falls Staff Engineer

---

**Request:**

Presentation on the Hankins Reservoir Project and Project Bidding

**Background:**

In 2013, the City of Twin Falls purchased 4.75 acres of property located on the southeast corner of Hankins Rd. and Marie Street for the construction of a 5 million gallon potable water storage tank. The tank will be constructed south of the City's existing tank and pumping station. The water storage tank is needed to fulfill the requirements of a development agreement between the City, Urban Renewal Agency, and Clif Bar. In addition to the requirements of the Clif Bar agreement, the project will also improve fire flows and allow additional growth on the southeast side of the City.

On August 7<sup>th</sup> Bids for the project are scheduled to be opened. *(Since this is being written on the 6<sup>th</sup>, the presentation on the 11<sup>th</sup> may need adjusted depending on the bid results)* Bids will be reviewed and a bid tabulation compiled. The bid tab will be provided at the August 11 meeting along with Staff's proposed recommendation to the City Council if appropriate bid review has been completed prior to the URA meeting.

**Approval Process:**

This presentation is informational. The Urban Renewal Agency has no action at this time.

It is expected that City Staff will submit a project award recommendation to City Council on August 18<sup>th</sup>. If Council approves the award, the City will enter into a contract with the Successful bidder to construct the project and work will begin.

**Budget Impact:**

Per the Clif Bar development agreement, funding for the project would come from the City of Twin falls and the Urban Renewal agency. The agreement includes estimated project cost of \$7,300,000 with \$3,500,000 coming from the City of Twin Falls, \$2,628,000 from URA (TIF) and \$1,172,000 URA (Other Sources).

**Regulatory Impact:**

The construction of the project will fulfill the 5 million gallon storage tank requirement included in the Clif Bar, City and URA Development Agreement.

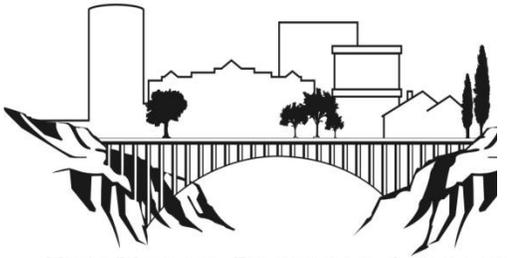
**Conclusion:**

Questions?

**Attachments:**

Site plan





**THE URBAN RENEWAL AGENCY  
OF THE CITY OF TWIN FALLS**

**Date:** August 11, 2014  
**To:** Urban Renewal Agency of the City of Twin Falls  
**From:** Melinda Anderson, URA Executive Director

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**Request:**

Consideration of a request to approve Otak Inc Main Avenue Master Plan and Preliminary Design Scope of Work, Budget, and Timeline, and authorize the Chairman to sign the Agreement.

**Background:**

Once the OT/DT Infrastructure Assessment Committee had made its recommendations to TFURA board regarding moving forward with various projects, including Main Avenue, local business owners had appealed to both TFURA board and Twin Falls City Council to develop a vision that will last '50 years' on Main Avenue. The board directed staff to develop a Request for Qualifications document to find qualified firms to guide TFURA through this process.

Staff researched firms throughout the Mountain West and Northwest. We sent the RFQ to 18 firms and put an ad in the Times-News. TFURA received 7 responses which were reviewed and ranked by the Evaluation Committee. The highest-ranked three firms were selected and interviewed in Twin Falls on July 1 in front of the TFURA board and Evaluation Committee. At the July 14 board meeting, the TFURA board approved ranking the three firms as follows: Otak, Inc - #1, SERA Architects - #2, and Myhre Group Architects - #3. That enabled staff to begin discussions with Otak to develop a Scope of Work, Budget and Timeline.

The RFQ Scope consisted of several parts – Public Involvement, Economic Development (advising TFURA about redevelopment opportunities of properties along Main Ave), Design of both above- and below-ground infrastructure, and Traffic/Parking Improvements. The RFQ also let firms know that there have been several studies done in the past including work from Leland Consulting Group and DT Master Landscape Plan, and that information should be used as a basis to start from when designing a scope and budget.

Otak's Scope, Budget and Timeline reflects the original RFQ Scope.

The Scope is separated into four separate Tasks:

Task 1 – Discovery – Project Kick-off and Information Gathering and Review – this task reviews past information as mentioned above as well as the Assessment performed in 2013, begin traffic/parking analysis, assist staff to identify various stakeholder groups and the Project Advisory Committee, and develop the draft vision and objectives for Main Avenue. Time period: August – September.

Task 2 – Analysis – Main Avenue Corridor and Downtown Analysis – this task begins project communication, 'design dialogue' workshop (week-long) #1, digs into infrastructure solutions, complete traffic/parking analysis, and begin to develop design concepts for Main Avenue and the alleys. Time Period: September – November.

Task 3 – Planning & Concepts – Master Plan and Design Concepts – Design dialogue workshop #2, street & streetscape concepts completion with up to 3 design alternatives to be considered, prepare construction cost estimates and staging, prepare economic development strategy and incremental implementation plan. Timeline: December – February.

Task 4 – Preliminary Design – Design Development to 30 Percent – this task include providing a final draft design to the board for its approval, refine construction cost estimates, continue communications, and hold a final public meeting. Timeline – February – May.

Each task has public meetings, monthly advisory committee meetings and board updates, and stakeholder interviews or participation in workshops.

After the Board accepts a final 30% design, the next step would be to hire a firm to take the design from 30% to 100% which will include biddable construction documents.

### **Budget**

The overall budget is \$295,755. This figure includes 30% design, economic development, public participation, and traffic/parking analysis/recommendations and includes travel costs. Here's the breakdown:

#### **By Task #:**

Task 1 –	\$ 63,223
Task 2 –	\$119,089
Task 3 –	\$ 56,451
Task 4 –	<u>\$ 56,992</u>
<b>Total –</b>	<b>\$295,755</b>

#### **By Category of Work**

Design	\$ 75,126.35
Public Involvement/Visioning	\$113,716.80
Economic Dev.	\$ 56,593.45
Traffic/Parking	<u>\$ 26,243.40</u>
<b>Subtotal</b>	<b>\$271,680.00</b>
Travel costs	<u>\$ 24,075.00</u>
<b>Total</b>	<b>\$295,755.00</b>

Design and Public Involvement/Visioning are fairly well understood. Traffic/Parking will include analysis of traffic (vehicular, cycling, pedestrian) over the townsite area to show its impact on Main Avenue and will include options for improvements. Economic Development will include a clear understanding of our market potential for redevelopment of properties along Main (office, commercial, housing, retail) over the next 5-10 years. Leland Consulting Group estimates that their ED work would help TFURA bring in 50 new housing units and 30,000 square feet of new commercial space with a value of approximately \$20 million.

Many engineering professional services costs are generally 10-15% of estimated construction costs. For this agreement, that amount would be under the Design category. As construction costs for this project (please see attached Otak budget memo and recent project construction costs examples) are roughly estimated at \$3,409,276 – \$3,671,528, Otak's fee of \$75,126 for 30% design is reasonable. Allowing for a 10% engineering cost of \$3,409,276 – the total engineering fee could be \$340,928.

In fact, Otak believes the total construction will be higher than the \$3,409,276 which is at the lower end of the cost range due to factors outlined on page 3 of the budget memo.

Given that this design goes to 30% (not 100%), then Otak's design fee could be \$102,278, not the \$75,126 shown above.

Otak has reduced the Design category cost given that TFURA is also contracting for the additional parts of this project – Public Involvement, Economic Development, and Traffic/Parking Analysis. Without these additional pieces of the Scope, the design would end up incomplete, not what TFURA or the community hopes to achieve.

### **Approval Process:**

A majority of the Board members would need to approve this Scope, Budget, and Timeline in an open meeting and authorize the Chairman to sign the Agreement.

### **Budget Impact:**

This amount is available both within the FY 2014 into the FY 2015 budgets.

### **Conclusion:**

Staff requests the board approve the Scope, Budget, and Timeline, and authorize the Chairman to sign an Agreement.

### **Attachments:**

1. Otak Scope of Work
2. Project Area Map
3. Otak Budget
4. Otak Timeline
5. Otak Budget Memo
6. Otak Construction Cost Comparisons

# Main Avenue Master Plan and Preliminary Design

## City of Twin Falls, Idaho

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### Scope of Work, Deliverables, and Team Responsibilities

Draft Scope of Work City Staff Consideration, August 6, 2014

#### Introduction

The Main Avenue Master Plan and Preliminary Design project will evolve from an engaging and effective public and stakeholder involvement process. Through this community-driven approach, our team will move forward in creating an attractive and sustainable design that sets the stage for implementation. We recognize the importance of this project to the Twin Falls Urban Renewal Agency (TFURA), City of Twin Falls, and the broader community.

There is a strong interest in recruiting and retaining key employees in Downtown and the investments on Main Avenue and connecting streets and alleyways will create an inviting and attractive setting—a memorable place for current and future generations of citizens and employees. The improvements also will be a catalyst to future private sector presence and investment in Downtown. Creating a vital, vibrant downtown that is a lasting legacy to the community is crucial.

Our process will engage downtown and community stakeholders in updating and expanding earlier visioning as needed, with a renewed focus on implementation—defining the key improvements that can move forward through design and construction immediately.

Our integrated, interdisciplinary team will work with you as partners in a process that will address confirming the vision, defining a Phase 1 implementation package, and developing preliminary design plans for this defined package to a 30 percent level. (This was the same process used for the City of McCall, Idaho urban renewal project and improvements to East Lake Street and Legacy Park, which was constructed over approximately the same size geographic area.) This approach is illustrated in the attached schedule chart.

#### Overview of Scope of Work

The following scope of work is accompanied by the project budget and schedule. These documents represent the work plan for the Main Avenue Master Plan and Preliminary Design project. This scope of work will serve as the "blueprint" that guides all future efforts on the project. Four major tasks are envisioned:

- 1.0 DISCOVERY: Project Kick-off and Information Gathering and Review
- 2.0 ANALYSIS: Main Avenue Corridor and Downtown Analysis—Challenges and Opportunities
- 3.0 PLANNING & CONCEPTS: Main Avenue Master Plan and Design Concepts

#### 4.0 PRELIMINARY DESIGN: Main Avenue Preliminary Design (Design Development to 30 Percent)

The scope of work (draft) for Task 1, the “Discovery Phase” is described below. This phase of work will allow the team to understand the level of existing information, data, base mapping, and other materials available for the project. This task also will set a clear vision and objectives for the project.

It is anticipated that the TFURA may authorize work for each stage of work sequentially. Alternatively, the TFURA may elect to authorize the first stage of work first and then proceed to authorize the other three phases all together. If the need for additional, out of scope work arises during the course of the project, a modification to the contract would be needed to cover the additional work. No out of scope work will be completed without written authorization to proceed from the TFURA.

#### **The Otak Team—Overall Consultant Team Roles and Responsibilities**

Otak will be the prime consultant, responsible for project management and coordination, overall design development (working closely with the TFURA and City of Twin Falls staff and other stakeholders).

Otak will offer a full range of interdisciplinary design services for the project including town planning, streetscape/landscape architecture, public involvement and community outreach, pedestrian accessibility, architectural considerations, public art integration, multi-modal transportation planning, civil engineering for at grade and above ground work, sustainable design, and other supporting areas.

Otak will be responsible for overall development and delivery of all project products submitted to the City, including memorandums, draft and final master plan documents, design plans, public/community and stakeholder involvement products, and presentation materials (displays, digital media, hand-out materials, etc.), and other products. Throughout all tasks, all primary communications on this project related to scope, schedule, budget, and contractual topics will occur between the client representative, Melinda Anderson, TFURA/City of Twin Falls) and the Otak team project manager, Mandi Roberts.

Leland Consulting Group (LCG) will be a subconsultant to Otak and a key team member, providing economic development and strategic planning consultation for the project. LCG will be integrally involved in the master plan development, identifying revitalization and redevelopment opportunities as well as opportunities for catalyst investments and projects. LCG also will support development of the incremental implementation strategy that will be a key component of the master plan for Main Avenue/Downtown.

JUB Engineering will be a subconsultant to Otak, providing general civil engineering support to Otak, focused primarily on identifying the preferred approach for underground utilities as part of the project; providing cost estimate information related to the utility improvement work in the urban renewal area; and providing other general support to Otak. JUB also will support development of a construction phasing strategy, and will provide outreach to property owners along the corridor to help inform that strategy, as well as the approach to utility connections.

Kittelson and Associates will be a subconsultant to Otak, responsible for traffic engineering analysis and transportation planning, focused on identifying solutions to improve multi-modal connectivity to and from Main Avenue and the core of Downtown.

## **Schedule**

The project schedule is depicted in the attached schedule graphic. The expected duration of the project overall is approximately 10 months through completion of 30 Percent Plans for Main Avenue. The anticipated duration of each stage of work is as follows:

- **DISCOVERY: Project kick-off and Information Gathering and Review**  
The proposed six week duration of this stage of work would result in completion by late September 2014 based on mid-August start).
- **ANALYSIS: Main Avenue Corridor and Downtown Analysis—Challenges and Opportunities**  
It is anticipated that the work in this stage would be completed from mid-September through the end of November 2014.
- **PLANNING & CONCEPTS: Main Avenue Master Plan and Design Concepts**  
This stage of work would occur from December 2014 through mid-February 2015
- **PRELIMINARY DESIGN: Main Avenue Preliminary Design (Design Development to 30 Percent)**  
This stage of work would occur from mid-February through the end of May 2015.

Refer to the attached schedule graphic for more details related to the anticipated timeframes for key project milestones such as workshops, advisory committee meetings, and deliverable submittals.

It is understood that there is the potential for the project to carry forward into final design and construction with support from this team. This master planning and preliminary design process will determine if a Phase 1a/demonstration block/element should move forward for construction in 2015. It is anticipated that this future work (final design/construction documents and support) would be completed in 2015, under an amendment to this contract. The public and stakeholder involvement process will include specific topics on how the project might be phased and gather input from downtown stakeholders on their preferences for phasing and if an area were to be identified as Phase 1/Phase 1a, where it might be located.

## **Deliverables**

A summary list of deliverables is provided with the description of each task below.

## **Project Area**

The project focus area for master planning, concepts, and strategic redevelopment planning includes the public rights-of-way, intersecting streets, alleyways, and public and private lands within the six-block length from Eden Street to Jerome Street, between the rights-of-way of 2<sup>nd</sup> Avenue N/E and 2<sup>nd</sup> Avenue S/W.

For purposes of analysis of multi-modal (pedestrian, bicycle, motor vehicle traffic) transportation connectivity to and from Main Avenue, and for understanding the implications of potential utility relocations and connections, the analysis area will encompass Downtown Twin Falls and connections to and from Downtown more broadly.

Due to the defined Revenue Allocation Area state statute limitations, TFURA is limited to making above-ground improvements to the five blocks of Main Avenue and alleyways and side between Fairfield Street and Jerome Street. TFURA will be making additional below-ground improvements (water/sewer lines) in other parts of Downtown to facilitate redevelopment.

The area of focus for preliminary design will be determined in the master planning and design concepts stage of work (Task 3), but for the purposes of this scope it is anticipated that preliminary design work will be focused within the five block area of the Main Avenue corridor between Fairfield and Jerome and also will include the alleyways between Main and the 2<sup>nd</sup> Avenues and the side streets connecting to these alleyways within the five-block length. With regard to underground utility work, it is anticipated that this project area may extend one block to the northwest (to Eden) and approximately two blocks to the southeast (to Ketchum).

See attached map for a graphic depiction of these areas.

## **Definitions**

**Twin Falls Urban Renewal Agency (TFURA)**—The main entity and contractual authority responsible for the work and key stakeholders in every aspect of the work. The TFURA, also at times called “the Board” will be the ultimate decision-maker and director of the work on this project.

**City of Twin Falls**—City staff administer the TFURA and will provide day-to-day guidance for the project. City staff, including all relevant departments, also are key stakeholders for the project. Staff (including economic development, engineering—transportation/roadway and public works/utilities, building, planning and zoning/community development, maintenance, and others) will be engaged in workshop sessions at key milestones in the process.

**Advisory Committee**—A citizens advisory panel made up of key representatives from the project area. The primary responsibility for the advisory committee, which will meet approximately nine times during the project will be to act as a sounding board for concepts and ideas and to be a point of contact for the broader Downtown community—representing their interests and making them aware of the project, dates, and key outcomes of the process. The advisory committee reports to and advises the TFURA board.

**Other Stakeholders/Community-at-Large**—The general public of Twin Falls and the broader community, including Downtown interests as well as those who live, work, and shop in and near Downtown will be engaged in public workshop sessions and through stakeholder group sessions held during the course of the “design dialogue” workshops.

**Design Dialogue Workshops**—A series of workshops held during the course of a week to a few days that engage various interests groups (TFURA board, Downtown businesses, neighborhood groups,

chamber of commerce, arts groups, historical society, City staff groups, and many others) in individual workshop sessions. Stakeholders are grouped together according to like interests and missions and then spend time with the design team developing concepts and options and helping to shape design outcomes. A public open house/town hall forum is typically held at the end of the workshop week (Thursday evening) where ideas gathered during the week are shared with the general public and additional input is gathered from public workshop participants. Otak calls this the “design dialogue” workshop process because participants are engaged in an interactive dialogue and design process that directly helps to shape design outcomes.

## **Scope of Work Description**

The Otak Team will be responsible for completing the following scope of work for the Main Avenue Master Plan and Preliminary Design project.

### **1.0 DISCOVERY: Project Kick-Off and Information Gathering and Review**

The “Discovery Phase” of the project will include initial project start-up activities, including finalizing the project work plan, kick-off meetings and initial stakeholder interviews, assembling the project advisory committee, confirming the vision and objectives for the project, and other work efforts. The following subtasks will be completed.

**1.1 Finalize Project Work Plan and Public and Stakeholder Involvement Plan**—This subtask will involve finalizing the project scope, schedule, budget, and management procedures/communication protocols with the City, as well as finalizing the public and stakeholder involvement plan as part of the scope.

**1.2 Prepare for and Attend Kick-Off Meetings in Twin Falls**—A two day project kick-off event involving a series of meetings with City/TFURA staff, TFURA board, key business interests/stakeholders, and the advisory committee (if assembled) and information gathering on-the-ground. It is anticipated that these meetings will occur soon after the project is under contract, and hopefully by mid-August 2014.

- We would meet with City staff, TFURA board members, and any other key stakeholders (as determined by TFURA and City staff) to kick-off the project and get updated information about key catalyst sites/properties, and also get a sense of specific interests and priorities of the City and TFURA.
- Our scope and budget assume that 3 people from Otak, 2 people from LCG, 1 person from JUB, and 1 person from Kittelson will attend.
- A public meeting during one of the afternoons or evenings the team is in town may be held to introduce the team, project, and examples of other Downtown revitalization and improvement projects/tangible results.

**1.3 Assemble Project Advisory Committee, Develop Work Plan for Committee, and Attend First Meeting and TFURA Board Meeting**—This subtask will involve assembling the project advisory committee and developing a work plan with the City/TFURA for administering the committee (setting a schedule for involvement, meeting agendas, etc.). It is anticipated that this committee would include downtown business interests and other stakeholders. The optimal size for this group would be 15 to 20 people

maximum. It is anticipated that this group would meet on the morning of the monthly TFURA board meetings, and we would brief the board separately that day on the results of the meetings. For this reason it would not be necessary for TFURA board members to be on the advisory committee, as they would also be shaping the process concurrently with the advisory committee. Otak will prepare agenda, presentation materials, and hand-outs for the first meeting. Our scope assumes that these meetings would be held on the same day as the TFURA board meetings each month (second Monday of each month), with the intent that breakfast meetings be organized. We would then brief the board on the results of these meetings at their noon meeting. It is anticipated that the first advisory committee meeting and TFURA Board briefing would occur in September.

- 1.4 Review Background Information—Adopted Plans, Studies, GIS Information, and Other Data**—The Otak team will collect and review pertinent information for the project including past studies, mapping, design guidelines, and other materials. We also will prepare base mapping for use in master planning/conceptual design (using existing aerial base maps, annotated with street labels, etc.). This will include review of the City’s adopted plans and other relevant studies, design guidelines, and documents supplied by the City. The team will thoroughly review the City’s 2030 Strategic Plan and its transportation master plan, as well as other plans, studies, guidelines and information provided by the City and key stakeholders.
- 1.5 Review Infrastructure Assessment Report and Determine Next Steps**—This subtask will involve confirming specific key issues to be resolved and decisions to be made related to existing and proposed utility infrastructure in the project vicinity, including street/transportation, sewer, water, stormwater, electrical, communications, etc. Our team will confirm the key questions that this planning and design effort needs to answer and resolve related to utilities. JUB will begin initial contact with private utilities (up to six companies) to let them know of the work that will be upcoming in Main Avenue, and that their input will be solicited. This will help them plan and be prepared for the upcoming utility work that may be needed in the alleyways (if needed). JUB also will acquire the latest county GIS parcels for this area and review previous studies in addition to the assessment their firm recently completed, as well as any studies or information that may affect traffic, utilities, and streetscape improvements. JUB will prepare a short memo summarizing information available for project and any initial concerns related to utilities and construction during this first task, including the key questions that need to be answered/resolved for design to proceed.
- 1.6 Review and Analyze Existing and Forecasted Traffic and Parking Conditions**—The Otak team will collect and review existing and forecasted traffic and parking conditions, including any existing available modeling information, trip generation/traffic counts information, parking quantities, etc.). To the extent already available, information such as traffic volumes (ADT, AM and PM peak), mode share (numbers of pedestrians and bicyclists), public or private bus/shuttle services, traffic flow maps/diagrams, turning movements, lane configurations, traffic control inventory and signalization information, geometry of street and intersections, as well as available inventory information of existing and planned parking supply (including that compiled by the City) will be

gathered. If all the information listed above is not available, that is fine. This phase will allow the opportunity to confirm what data is available for the team to work with. Kittelson Associates, subconsultant to Otak has described the following work that they will complete (including traffic count data collection) under this task:

At a minimum, obtain existing traffic volume link data (daily traffic volumes) on the key roadways in the project focus area, which includes:

- 2<sup>nd</sup> Avenue North
- Main Avenue North
- 2<sup>nd</sup> Avenue West
- Shoshone Street

If available from the City of Twin Falls and/or Idaho Transportation Department, obtain existing traffic volume data (daily traffic volumes) on the other transportation facilities located in the downtown study area boundary between Addison Avenue, N 3000 E Road, Kimberly Road/Minidoka Avenue, and 6<sup>th</sup> Avenue W to the west.

Obtain 12-hour video data on the transportation facilities in the project focus area, specifically the areas around 2<sup>nd</sup> Avenue North, 2<sup>nd</sup> Avenue West, and Shoshone Street. We would use this data to collect turning movement counts, link traffic volumes, pedestrian traffic volumes, bicycle traffic volumes, and truck traffic. We also anticipate collecting turning movement counts during the weekday midday and p.m. peak hours at the following key intersections: Shoshone Street and Main Avenue, Shoshone Street and 2<sup>nd</sup> Avenue North, and Shoshone Street and 2<sup>nd</sup> Avenue West.

Obtain crash data from the City of Twin Falls Police Department and Idaho Transportation Department for the past five years at the intersections and roadways within the project focus area, including information from the Idaho State Patrol and Twin Falls CSO.

Conduct a parking utilization study (supply and demand) during the midday peak period (11:00 to 2:00 PM) within the project focus area – this will be a quick check/confirmation of the parking analysis previously completed by the City.

This work conducted by Kittelson and Associations also will include an assessment of transportation and parking conditions, including review and inventory the existing transportation system within the study area, including the following elements: roadway facilities, pedestrian facilities, bicycle facilities, public transit/shuttle system, traffic volumes, lane configurations, intersection control, roadway cross-section and characteristics, turning movement counts, and parking. We would collect this information through a field visit, GoogleEarth, GIS information and mapping from the City, and other background information.

Kittelson will summarize the results of the parking utilization study. Summarize traffic, pedestrian, and bicycle counts in the study focus area and levels of pedestrian and

bicycle activity on and crossing 2<sup>nd</sup> Avenue North, 2<sup>nd</sup> Avenue West, and Shoshone Street. Kittelson will perform an existing year operational analysis at the key intersections (up to 5) and roadway links within the project focus area and identify future planned transportation projects within the project focus area and downtown Twin Falls area. Kittelson will request from the City of Twin Falls and ITD any relevant available traffic growth projections (projected traffic volumes), and review available information related to surrounding land uses, and historical traffic volume growth in the downtown area. Using this information, develop forecast traffic volumes for the study area. Kittelson also will conduct a future year operational analysis at the key study intersections (up to 5) and roadway links within the project focus area.

Concluding Efforts on Parking Analysis and Multi-modal Transportation Concepts—given potential Main Avenue redevelopment and implications on parking capacity and availability will be analyzed. Kittelson will support this work by assessing concepts for Main Avenue related to traffic operations, parking, pedestrian and bicycle connectivity, public transit, and other connectivity/circulation elements. An evaluation matrix would be developed to support this task. Kittelson also will perform analysis of potential intersection options for the Shoshone Street/Main Avenue intersection. Kittelson will summarize the above information in a *Technical Memorandum: Transportation Assessment of the Main Street Concepts* (approximately 5-pages, two figures).

- 1.7 Develop Draft Vision and Objectives for Main Avenue and Project Information Sheet—**  
The Otak team will develop draft vision and objectives for Main Avenue redevelopment; a specific focus of this discussion and work through interviews with City/TFURA stakeholders above will be to determine project givens—things that are certain—versus areas that can and should be changed and redeveloped. Otak also will develop a 2 to 4 page project information sheet that can be distributed by the City and made available online. The project information sheet will obtain information about the project, including a summary of work being completed, schedule, the purpose of the project, workshop announcements, a map of the project area, and key messages to the public.
- 1.8 Prepare Aerial Photography Base Maps for Analysis, Planning, and Development of Concepts—**Otak will prepare aerial photo base maps for the project area for use during the analysis and planning & concepts stages of work. These maps will be prepared using existing maps available from the City and JUB (2012 data).
- 1.9 Facilitate Project Coordination and Communications for this Stage of Work—**Otak will provide ongoing communications and with the team and with the City of Twin Falls, TFURA representatives throughout the project. This task also will include project management, coordination, and ongoing communications:
  - Weekly phone and/or Skype or Face Time call check-ins (between Melinda and Mandi)

- Development of monthly project status reports accompanying invoicing for the project
- Regular check-in meetings and coordination with the project team

**1.10 Prepare Discovery Stage Report**—The Otak team will prepare a report summarizing the results of this stage of work in memorandum format. The results of all work elements described above will be summarized in this report.

**Task 1 Deliverables:**

- ✓ Project work plan (scope, schedule, budget, public and stakeholder involvement activities, team roles and responsibilities, deliverables)—this would be finalized for Task 1 initially and then for Tasks 2, 3, and 4 at the end of this stage of work
- ✓ Project advisory committee roster (assembled working with TFURA staff), support with scheduling and logistics for meetings
- ✓ Agendas, presentation materials, and hand-outs for kick-off event/meetings (key team members will attend as described above)
- ✓ First advisory committee meeting: agenda, presentation materials, and hand-outs (our scope/budget assumes that the team’s project manager, Mandi Roberts, will attend this meeting) and summary notes of committee discussion\*
- ✓ Summary of stakeholder meetings/interviews with key property owners anticipated to occur during the kick-off week\*
- ✓ List of information and data collected and available for project\*
- ✓ List of additional information and data needed to support preliminary design\*
- ✓ Draft vision and objectives for the project (as an outcome of the kick-off meetings)\*
- ✓ Summary of initial observations , challenges, and opportunities\*
- ✓ Utilities technical memorandum\*
- ✓ Transportation technical memorandum\*
- ✓ Notes to file from weekly check-ins and phone calls, as well as other communications between the team and City/TFURA representatives
- ✓ Monthly project status reports
- ✓ Discovery stage report—\*These items above will be combined into a culminating memorandum that summarizes the Discovery stage work efforts.

**2.0 ANALYSIS: Main Avenue Corridor and Downtown Analysis—Challenges and Opportunities**

Work efforts under this task will include analysis of the Main Avenue and Downtown Twin Falls context, including land uses and existing streetscape characteristics along Main Avenue, as well as Downtown traffic and multi-modal transportation circulation patterns, and confirmation of existing and proposed utility networks and connections. This task also will encompass the first round of community and stakeholder workshop sessions (Design Dialogue Workshop Series #1)

including preparations for this engagement, development of base map materials for conceptual and preliminary design, a detailed challenges and opportunities analysis. Specific subtasks will include the following.

- 2.1 Develop Illustrative Context Analysis Graphics**—Otak will develop illustrative context analysis graphics for presentation at the first community/stakeholder workshop series showing challenges and opportunities (including potential key redevelopment sites and opportunities based on input and ideas gathered as part of Task 1.0.
- 2.2 Prepare Visual Preference Options/Graphics**—Otak will prepare visual preference and options graphics showing examples of downtown streetscape materials and palettes as well as examples of best practices from other locations for the first workshop series.
- 2.3 Prepare Kit of Parts Street Elements and Layout Options**—Otak will prepare design templates for street layout options (locations and configurations of on-street parking, furnishings zone, building frontage zone, and other elements) for the layout of street and streetscape.
- 2.4 Identify Downtown Revitalization and Redevelopment Opportunities**—LCG will assess and identify potential downtown revitalization/redevelopment opportunities given economic development and market conditions, culminating in a “Development Opportunity Strategy and Action Plan” to be prepared by Leland Consulting Group (LCG). LCG’s work will:
  - Update the market evaluation of Downtown Twin Falls, focusing on the potential to attract new housing, employment, and commercial development.
  - Identify up to five redevelopment opportunity sites (or areas that may encompass multiple properties) within the study area where the opportunity to attract new private development and investment is greatest. This will be done in close consultation with the City and key property owners, who would be interviewed either as part of Task 1 work or concurrently with the workshop sessions in Task 2. In order to identify the opportunity sites, LCG will take into account GIS/mapping issues, existing development, ownership, location, as well as potential to act as catalysts, size, market data, and other factors.
- 2.5 Analyze and Identify Utility Infrastructure Options and Determine the Preferred Approach**—JUB will analyze potential utility options and related costs specific to Main Avenue redevelopment—based on previous infrastructure analysis, we will assess potential options for utility replacements and connections associated with the project and review those with the City/TFURA. JUB will analyze and identify utility/infrastructure improvement options, and evaluate the horizontal and vertical clearances between the water and sewer lines. This evaluation will focus on the two alleyways adjacent to Main Avenue between Eden St. and Liberty St. JUB will determine water pressure and fire flow potential based on a particular number of stories for building height. It is assumed this will be a maximum of two or three stories dependent upon availability of water pressure. JUB will coordinate with the Fire Marshall to determine the possible fire flow needs for multiple story buildings, dependent upon building modifications that could occur here with economic redevelopment.

JUB also will meet with City staff to hear input about the possibilities of relocating the water and sewer lines, and operation and maintenance concerns of relocating or reconstructing in the same locations. JUB will meet with each of the individual utility companies to examine the possibilities of new utilities, utility location, and private utility construction timing. JUB will prepare two graphic rendering for utility options for stakeholder input to review utility options. JUB will Interview business owners along Main Avenue for a variety of needs including construction staging items, underground building features, and input on various utility connection options and will determine as much as possible underground features such as coal shoots, windows, tunnels, etc. JUB will coordinate with City and ITD for any sources to historically document these. JUB will consider owner water service possibilities with Twin Falls URA attorney, and perform a quality control analysis on utility options and construction staging. Working with the team, TFURA, City of Twin Falls and other utility providers, a preferred approach for utility relocation and retrofitting will be determined at this stage.

- 2.6 Develop Scenarios for Multi-Modal Circulation and Connectivity and Parking**—we will review potential options and concepts for increasing multi-modal connectivity to Main Avenue and first review these with the City/TFURA and then review with Idaho Transportation Department (ITD) to determine feasibility. Kittelson will provide a technical memorandum that summarizes the results of their analysis (Existing and Future Transportation Conditions Assessment). They anticipate a 10-page memorandum with up to five (5) figures. The figures would include information on the study area; transportation facilities; traffic, pedestrian, and bicycle volumes; existing and future traffic operations; parking utilization; planned/programmed improvements; and initial opportunities and challenges with connectivity, intersection control, and parking.
- 2.7 Develop Scenarios for Construction Methods and Staging**—The Otak team will develop concepts and options for construction methods and staging to present at the workshop series for public input. JUB will assist this task by preparing a questionnaire for interviews with stakeholders to consider items such as construction, timing, utilities, other underground features, public lighting, events, etc., and utility rerouting if necessary for waterline connection. JUB will assist the team in developing construction staging options based on stakeholder interviews, and will consider and advise the team on sequencing, construction work timing, and geographic limitations related to utility relocation options.
- 2.8 Prepare for, Facilitate, and Attend Design Dialogue Workshop Series #1**—The Otak team will coordinate and facilitate the first community/stakeholder workshop series, which will include helping to identify potential participants including the general community/public, designing the itinerary, determining logistics and venues with the City/TFURA, helping with notifications/invitations/publications, and preparing other presentation and hand-out materials in addition to those listed above; this workshop series will use Otak’s “design dialogue” approach, which engages a series of diverse stakeholder groups throughout the course of a week and culminates in a public open house and/or town hall even at the end of the week (could be Thursday evening, Friday afternoon, or Saturday – TBD) For this effort, Otak will:

- Notify and invite participants by email and with some follow up phone calls (with the assumption that the City/TFURA will provide the list of contacts and support decision making about how to group stakeholders into workshop sessions); this will include developing a project information sheet that can be sent via email to the contacts list
- Provide a notice for the newspaper announcing a general public meeting or town hall forum that also will be scheduled during this week (typically held at the end of the workshop sessions) and flyers to be posted around the community.
- Prepare agendas, presentation and display materials and hand-outs for the workshop sessions, including an annotated roll maps for the corridor (aerial photo base)
- Bring four team members from Otak and two team members from Leland Consulting Group. It is anticipated that our key JUB team member may attend some of the meetings.
- Prepare a workshop summary synopsis that will ultimately become an appendix of the draft master plan report.

**2.9 Prepare for and Attend Advisory Committee Meetings and TFURA Board Briefings—** Otak will coordinate with City staff and provide support for scheduling, and development of hand-outs and presentation materials for two advisory committee meetings and two TFURA board meetings (anticipated for October and November 2014). This subtask includes preparation of agendas, hand-out materials, and documenting decisions through notes from the meetings.

**2.10 Coordinate and Support Ongoing Public and Stakeholder Outreach Activities—** Otak will provide support with additional public and stakeholder outreach activities as described below.

- Developing key communication messages for the team and City, review press releases, and provide general support to the City with media relations
- Setting up a specific project website that the City can link to for project information and postings; also potentially developing a Facebook page for the project
- Setting up a project storefront display area on Main Avenue (location TBD)

**2.11 Facilitate Project Coordination and Communications for this Stage of Work—** Otak will provide ongoing communications and with the team and with the City of Twin Falls, TFURA representatives throughout the project. This task also will include project management, coordination, and ongoing communications:

- Weekly phone and/or Skype or Face Time call check-ins (between Melinda and Mandi)
- Development of monthly project status reports accompanying invoicing for the project

- Regular check-in meetings and coordination with the project team

**2.12 Prepare Analysis Stage Report**—The Otak team will prepare a report summarizing the results of this stage of work in memorandum format. The results of all work elements described above will be summarized in this report.

**2.0 Deliverables:**

- ✓ Context analysis graphics/diagrams, visual preference (examples and best practices) and streetscape palette options, kit of parts streetscape elements and layout options for interactive use in workshops\*
- ✓ Aerial photo base mapping/corridor roll out map with annotations for workshops\*
- ✓ Development Opportunity analysis – early observations by LCG based on work in this task\*
- ✓ Technical memorandum on multi-modal transportation analysis and options/recommendations for enhanced connectivity to Main Avenue \*
- ✓ Technical memorandum on utility relocation and connection options relevant to Main Avenue redevelopment \*
- ✓ Technical memorandum on construction staging options/strategies \*
- ✓ Workshop invitation and notification materials (newspaper notice, flyers, hand-outs, etc.)
- ✓ Workshop presentation materials encompassing items listed above and other elements such as the draft project vision and objectives for comment, project schedule, ideas for construction staging, etc.—these will be a combination of digital presentation materials, roll-out maps, and display boards\*
- ✓ Workshop summary report – results of input and comment received during individual workshop sessions and town hall event, focused on how the workshop efforts can help to shape development of the master plan and design concepts in the next phase of work\*
- ✓ Ongoing public and stakeholder engagement deliverables: review of press releases and coordination with City staff on messaging and announcements, website updates, storefront display updates
- ✓ Advisory Committee meetings and TFURA Board briefings—agendas, hand-outs, presentation materials and notes
- ✓ Notes to file from weekly check-ins and phone calls, as well as other communications between the team and City/TFURA representatives
- ✓ Monthly project status reports
- ✓ Analysis stage culminating report: \*These items will be packaged into a culminating report in memorandum format for this stage of work.

Possible Added Deliverables (See Optional Services at the End of this Scope of Work):

- ✓ OPTIONAL: Guest speaker(s) presence and workshop series (culminating town hall event)-this could occur in this stage or as part of Task 3.0 in the next stage (as part of Design Dialogue Workshop Series #2)
- ✓ OPTIONAL: Field survey (topographic survey) and related base mapping for use in design as base mapping (the timing would be appropriate to authorize this work during this stage so that the survey can be completed and ready for use by the time Task 4.0 Preliminary Design begins).

### **3.0 PLANNING & CONCEPTS: Main Avenue Master Plan and Design Concepts**

This task will involve development of the draft and final master plan and design concepts for Main Avenue as an outcome of the community design dialogue workshop series conducted under Task 2.0. This subtask also will include ongoing coordination with City/TFURA staff and TFURA board and advisory committee meetings. Specific work efforts under this task will include:

- 3.1 Develop Streetscape and Street Improvement Concepts and Options**—The Otak team will develop concepts and options (up to three distinct alternatives) for the streetscape design and palette of improvements for Main Avenue; this work will identify options for:
- Streetscape layout options for parking, furnishings, bulb-outs, building frontage areas, planting areas, etc.
  - Paving/hardscape materials
  - Shared street/festival street sections
  - Splash plaza location and elements (evaluation of current design and options for placement)
  - Public art
  - Wayfinding and signage concepts
  - Furnishings, lighting, and other elements
  - Potential events and community use opportunities/programming
  - Trees and landscaping appropriate for the Main Avenue corridor
  - Private-sector partnering opportunities (as identified collectively by team members and in coordination with the City/TFURA)

Based on the multi-modal transportation and parking analysis work completed in Task 2.0, Otak will assess and identify potential intersection and parking improvement options, along with street improvement options related to traffic flow and safety and present these with the package of concepts and options.

- 3.2 Prepare Cost Estimates for Main Avenue Improvement Options and Construction/Staging and Implementation Recommendations**—The Otak team will develop street and streetscape improvement cost estimates, phasing, and incremental implementation strategies (to a greater level of detail than devised under Task 2.0 and

including preferred multi-modal and infrastructure/utility options analyzed in Task 2.0; recommendations for Phase 1 implementation, including a potential Phase 1a/demonstration block/early project element to be constructed in 2015 if feasible. This subtask also will include preparation of cost estimates for underground utilities (JUB) and for Main Avenue concepts, in coordination with the street design concepts, including estimating costs for relocating building plumbing for each business. Perform quality control on cost estimates and final preferred alternatives. Prepare final recommendations based upon stakeholder input and viability of the several options regarding utilities. JUB also will provide a technical memorandum to the Idaho Department of Environmental Quality based on the preferred alternative. Address comments from DEQ and submit final technical memorandum.

**3.3 Economic Development Opportunity and Incremental Implementation Strategy/Action Plan and LCG to Present Findings at Workshop Series #2**—LCG will conduct further analysis and provide recommendations for revitalization and redevelopment actions based on work completed in Task 2 and ongoing in this task. For each of the five sites identified in Task 2, LCG will:

- Summarize recommendations in a two-page fact sheet for each of the five key opportunity sites that can be quickly and easily referenced by City staff, leaders, and other stakeholders.
- Establish one or more recommended development programs for each of the five sites, which will include a mix of land uses, size and scale of development (e.g. square footage, floors, density, etc.) potential tenants, key design recommendations, the rationale for the program, total development value, anticipated numbers of employees or residents, and other features.
- Identify which of the City's redevelopment tools (e.g. urban renewal, purchase and/or sale of property, public-private development agreements, etc.) should be applied to each site.
- Identify key considerations for the streetscape plan related to each development opportunity site.
- Prepare a specific incremental implementation strategy/action plan, as well as a memorandum report summarizing LCG's work (research, programs and recommendations); the action plan will identify needed actions for implementation, which could include rezoning, purchase, sale, developer solicitation (e.g. RFQ), development agreement, environmental remediation, or other actions, and a time frame and estimated cost for these actions.

**3.4 Prepare for, Facilitate, and Attend Design Dialogue Workshop Series #2 (Community/Stakeholder Workshop Sessions)**—Similar to the first workshop series, diverse stakeholder groups will be engaged throughout the course of a few days and the week will culminate in a public open house and/or town hall even at the end of the week (could be Thursday evening—TBD). For this effort, Otak will:

- Notify and invite participants by email and with some follow up phone calls (with the assumption that the City/TFURA will provide the list of contacts and support decision making about how to group stakeholders into workshop sessions); this will include developing a project information sheet that can be sent via email to the contacts list
- Provide a notice for the newspaper announcing a general public meeting or town hall forum that also will be scheduled during this week (typically held at the end of the workshop sessions) and flyers to be posted around the community.
- Prepare agendas, presentation and display materials and hand-outs for the workshop sessions, including an annotated roll maps for the corridor (aerial photo base)
- Bring three team members from Otak. It is anticipated that our key JUB team member may attend some of the meetings.
- Prepare a workshop summary synopsis that will ultimately become an appendix of the draft master plan report.

**3.5 Prepare for and Attend Advisory Committee and TFURA Board Meetings**—Otak will coordinate and provide support for scheduling; Otak also will develop hand-outs and presentation materials for the advisory committee and TFURA board meetings during this stage of work (anticipated for December 2014 and January and February 2015).

**3.6 Coordinate and Support Ongoing Public and Stakeholder Outreach Activities**—Otak will provide ongoing support with public and stakeholder engagement specifically:

- Messaging and media relations
- Updating the project website
- Updating the storefront/Downtown display with the preferred design concepts and implementation strategy for the Main Avenue redevelopment master plan and streetscape design

**3.7 Facilitate Project Coordination and Communications for this Stage of Work**—Otak will provide ongoing communications and with the team and with the City of Twin Falls, TFURA representatives throughout the project. This task also will include project management, coordination, and ongoing communications:

- Weekly phone and/or Skype or Face Time call check-ins (between Melinda and Mandi)
- Development of monthly project status reports accompanying invoicing for the project
- Regular check-in meetings and coordination with the project team

**3.8 Prepare Planning & Concepts Stage Report**—The Otak team will prepare a report summarizing the results of this stage of work in memorandum format. The results of all work elements described above will be summarized in this report. This report will be presented to the TFURA Board and City of Twin Falls and will facilitate decision making about the defined project area to move forward into preliminary design in the next task and stage of work.

### **3.0 Deliverables:**

- ✓ Technical memorandum regarding utility relocation preferred alternative (for City review first and then for submittal to Idaho DEQ); the memorandum will summarize the preferred solution and estimated costs
- ✓ Facilitation of City/TFURA Board, and advisory committee review
- ✓ Documentation memorandum of City/TFURA, advisory committee review and decision making regarding Phase 1/1a implementation
- ✓ Ongoing public and stakeholder engagement deliverables: review of press releases and coordination with City staff on messaging and announcements, website updates, storefront display updates
- ✓ Notes to file from weekly check-ins and phone calls, as well as other communications between the team and City/TFURA representatives
- ✓ Monthly project status reports
- ✓ Planning & Concepts Stage report: Draft and Final Master Plan and Design Concepts Report as “blueprint” for Main Avenue design and identifying Phase 1/1a for preliminary design

#### **4.0 PRELIMINARY DESIGN: Main Avenue Preliminary Design (Design Development to 30 Percent)**

In this task, the Otak Team would proceed through design development and preliminary design to a 30 percent level of the preferred concepts/options for Main Avenue based on Task 3.0 work efforts. This task would also involve a public presentation and open house to present and receive input and comments on the draft preliminary design for Main Avenue. Specific subtasks will include the following

- 4.1 Prepare 30 Percent Design Plans and Supporting Design Development Details**—The Otak team will prepare draft 30 percent plan set and preliminary design report, and design development details to support the preferred design alternative for Main Avenue (draft and final plan sets and estimates assuming one round of revisions) for Phase 1/1a; JUB will support this effort by providing 30 percent design plans and supporting design development details for the preferred alternative for utility work
- 4.2 Prepare Supporting Cost Estimate for Preliminary Design**—The Otak team will prepare cost estimates for the preliminary design in accordance with local and state standard methodologies
- 4.3 Identify Permitting Requirements, Timelines and Other Implementation Requirements**—The Otak team will identify permitting requirements for construction and integration into preliminary design report; JUB will assist in identifying permitting items needed and timeframes regarding utilities and the roadway.
- 4.4 Prepare for and Attend Advisory Committee and TFURA Board Briefings**—Facilitation of review of progress in design and draft and final plan sets by City/TFURA board and

advisory committee (covering March, April and May 2015 meetings) and related decision making regarding Phase 1/1a project elements and potential for starting construction later in 2015); this will include support in development of meeting agendas, presentations, hand-out materials, and documenting meeting notes and decision-making; this will cover presentations and attendance for advisory committee and TFURA board meetings (anticipated for March through May 2015)

- 4.5 Prepare for, Facilitate, and Attend Project Presentation and Open House for Public and Stakeholder Review of Draft Preliminary Design**—The Otak team will support the City with coordination of the presentation and open house and provide invitations and notifications , presentation, and hand-out materials to present Main Avenue draft preliminary designs and get further input and coordinate further on public/private partnership opportunities. It is anticipated that this open house would be held in April 2015.
- 4.6 Coordinate and Support Ongoing Public and Stakeholder Outreach Activities**— Otak will provide ongoing support with public and stakeholder engagement specifically:
- Messaging and media relations
  - Updating the project website
  - Updating the storefront/Downtown display with the preferred design concepts and implementation strategy for the Main Avenue redevelopment master plan and streetscape design
- 4.7 Facilitate Project Coordination and Communications for this Stage of Work**— Coordination and support with invitations/notifications for May 2015 public open house to present 30 percent design plans and gather input prior to moving into final design and development of CDs; this will also be an ideal time for further discussions with Downtown stakeholders related to construction staging and implementation
- 4.8 Finalize Preliminary Design Package (Plans, Cost Estimate, Design Development Details, Supporting Narrative, and Illustrations)**—Otak will finalize the preliminary design package based on comments from the TFURA Board, City of Twin Falls, advisory committee, and public and stakeholders (as directed by the Board).

**4.0 Deliverables:**

- ✓ Draft 30 percent design and cost estimate/design development plan set and preliminary design report with an 11 x 17 report and plans at 1" = 40' (11" x 17")/or 1" = 20' (22" x 34") encompassing streetscape, multi-modal transportation/intersection details, utility/infrastructure relocations and connections, regulatory and permitting requirements, and other narrative and graphic descriptions of 30 percent design
- ✓ Facilitation of City/TFURA Board, and advisory committee meetings and reviews of in progress elements; agendas, presentations and hand-out materials

- ✓ Invitations, notifications, presentation, and hand-out materials for the public presentation and open house in preliminary design to gather input on preferred concepts and options going in
- ✓ Invitations, notification, presentation, and hand-out materials for public open house for draft 30 percent design
- ✓ Ongoing public and stakeholder engagement deliverables: review of press releases and coordination with City staff on messaging and announcements, website updates, storefront display updates
- ✓ Final 30 percent design and cost estimate/design development plan set and preliminary design report (finalizing draft product described above)

## Assumptions

This scope of work and the corresponding budget and schedule are based on the following assumptions:

- The City of Twin Falls will provide all available studies, data, and information relevant for the work effort with the understanding that traffic counts for Main Avenue do not currently exist and there is no current field survey information for the project area. Based on conversations with City staff, it is anticipated that other information and data needed for the project is available (such as the City's Transportation Master Plan, Downtown parking area studies, utility infrastructure assessment available from our team member JUB, and aerial photos available from JUB). If there are record drawings (as-builts) or building drawings available for the project area, the team would like to have copies.
- This project scope and corresponding budget and schedule includes gathering traffic counts for Main Avenue within the project area and conducting a warrant analysis at the Main Avenue/Shoshone intersection, as well as a day of field work to confirm parking utilization patterns.
- The project scope proposes as an optional work element, conducting a field survey of the project area for use in design.
- It is assumed that City of Twin Falls staff will provide all contact information (emails and phone numbers if available) for intended members of the advisory committee, as well as invitees to the public workshop sessions (Downtown stakeholders lists, Chamber of Commerce, and/or other lists will serve as a starting basis for contacts).
- It is assumed that City of Twin Falls staff will be responsible for scheduling/reserving all meeting venues.
- With the intent to keep the project moving forward on-schedule, it is anticipated that City staff will provide timely reviews of draft materials and plans.
- It is assumed that no out-of-scope additional services will be provided unless written authorization to proceed by the City is provided to the prime contractor (Otak, Inc.).

- The proposed project and Otak’s contract does not include any work not specifically described in the above scope of work. For example, the proposed scope does NOT include the following work elements:
  - Any meetings, workshops, public events, or other public and stakeholder involvement activities not explicitly described above.
  - Building condition assessments, including indoor plumbing and utility hookups for each building. (Although in a survey we will attempt to gather information about existing utility hook ups from property owners as much as possible, but our scope does not include entering individual buildings and properties and visually observing and recording conditions inside buildings.
  - Architectural design or structural engineering assessment.
  - Geotechnical analysis. It is assumed that this analysis would be conducted prior to final design (beyond 30 percent design) as needed.
  - Archaeological and cultural resources analysis.
  - Obtainment of any permits or approvals required for the project (this would be part of final design work beyond 30 percent plans).
  - Completion of design work beyond the 30 percent level of design.

### **Potential Optional Services**

- A. **Engaging Guest Speaker(s)**—This additional subtask would involve engaging one or two expert guest speakers, with experience in downtown revitalization and/or complete/livable/sustainable streets for the workshop series if desired. Guest speaker(s) could be invited to attend and present at the town hall forum for either the first workshop series or the second workshop series, if the City desires. This is shown as an optional item in our scope and budget.
- B. **Conduct Field Survey for Use in Design**—NOTE: This work can be delayed until Fall of 2014, but survey will be needed by early 2015 for preliminary design use. This additional subtask would conduct field topographic survey for the project area to be used as the basis for design work. This task includes a detailed topographic survey of the existing project area and will include field reconnaissance by a licensed surveyor, survey crew, and engineer to plan for the field topographic survey. Our team will identify places that need to be field verified for depth. The assumption for determining utility depth is that the City of Twin Falls can provide a vac truck at specific locations to check for the depth of utilities—a practice that has been used for other survey/field work in Twin Falls. Our team will coordinate with Dig Line for utility locates prior to the topographic field survey.

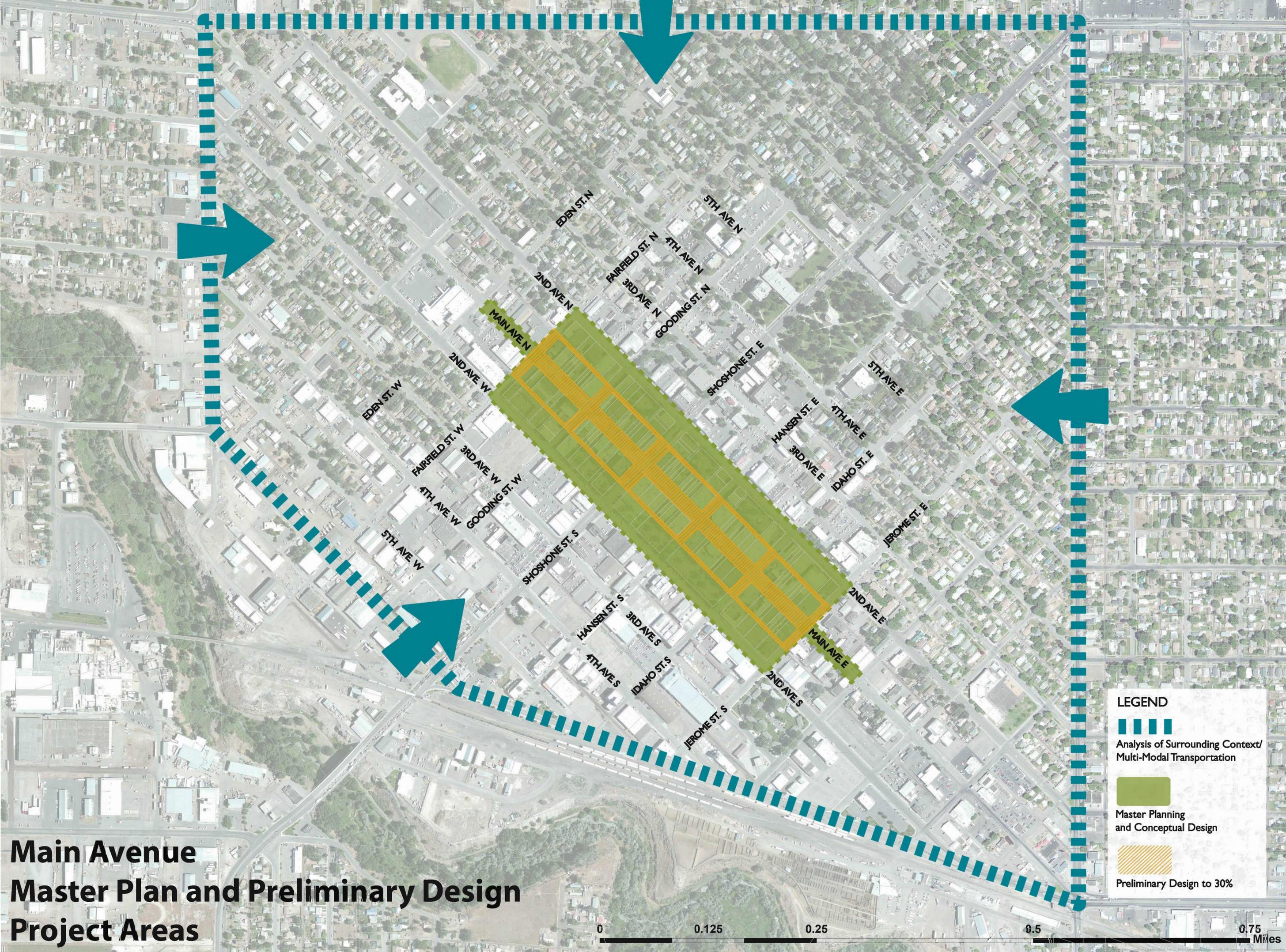
Our team will conduct the field survey of the known surface topography and field locate utility markouts and visible utilities to the extent they are found in the field or identified by Dig Line and the City. Topography will include survey approximately every 50 feet and at grade breaks, storm drain, sewer, water valves, fire hydrants, power poles, and

underground utilities marked by Dig Line or private locating service, building front alcoves, corners, and finished floor elevations, landscape features, fountain area, curb and gutter, curb cuts, driveways, sidewalks, light poles, signs, j-boxes, and trees. Previous items surveyed included the water and sewer lines. The August 2012 aerial photography was also provided for this area. JUB will process the survey data, including horizontal and vertical control data and topographic data on City compatible datum; search and locate land monuments on the site; draft the topographic survey data and create contours to develop an overall topographic drawing for design; and incorporated new survey into the existing survey files from 2010.

Two options are proposed for the field survey work geographic coverage:

B-1— Main Avenue from Jerome to Eden; for utility work, the survey also would cover Main Avenue from Jerome Street to Liberty Street (1,500 lineal feet) and the two alleyways from Jerome Street to Ketchum Street (1,500 feet), and connecting side streets between Main Avenue and the alleyways.

B-2—Conduct a field survey for a broader area inclusive of and between 2<sup>nd</sup> Avenue South/West 2nd Avenue North/East, Main Avenue and the alley ways; inclusive of right-of-way between Eden Street and Jerome Street (18,900 lineal feet option a) or without the 2nd Avenue rights-of-way (11,200 lineal feet—Including the Main Avenue area described above as well as all public rights-of-way and public areas up to and within the 2<sup>nd</sup> Avenue rights-of-way on either side of the Main Avenue corridor.



# Main Avenue Master Plan and Preliminary Design Project Areas

**LEGEND**

-  Analysis of Surrounding Context/  
Multi-Modal Transportation
-  Master Planning  
and Conceptual Design
-  Preliminary Design to 30%





**Main Avenue Master Plan and Preliminary Design**  
**Preliminary Project Budgeting--Master Budget Sheet--Page 2**

	Otak, Inc.						Leland	JUB	Kittelson	Otak Costs Per Task		V/P	ED	PSI	TA	PD
	Principal (MR)	Urban Designer (M GVL)	Landscape Architect (CL)	Jr LA/Urban Design Support	Graphics	Admin	Econ Devel	Utilities/Civil	Transp Analysis							
Hourly Rates with Overhead and Fees Included	\$145.00	\$115.00	\$115.00	\$90.00	\$82.00	\$70.00										
<b>3.0 PLANNING &amp; CONCEPTS: Main Avenue Master Plan and Design Concepts</b>																
3.1 Develop Streetscape and Street Improvement Concepts and Options	8		12	72	32	0.5		\$3,850		\$11,679	\$15,529	\$8,759				\$6,770
3.2 Prepare Cost Estimates for Main Avenue Improvement Options and Construction/Staging and Implementation Recommendations	1		4	16		0.5		\$2,553		\$2,080	\$4,633	\$1,560		\$1,094		\$1,979
3.3 Prepare Economic Development Opportunity Strategy and Incremental Implementation Plan and Present at Workshop Series #2	1					0.5	\$1,300			\$180	\$1,480		\$1,480			
3.4 Prepare for, Facilitate, and Attend Design Dialogue Workshop Series #2 (Community/Stakeholder Workshop Sessions)	16		32	32		2		\$2,280		\$9,020	\$11,300	\$4,327	\$902	\$6,071		
3.5 Prepare for and Attend Advisory Committee Meetings and TFURA Board Meetings	12					3		\$540		\$1,950	\$2,490	\$1,515		\$975		
3.6 Coordinate and Support Ongoing Public and Stakeholder Outreach Activities																
Project messaging, support with press releases, announcements, etc.	2					0.5				\$325	\$325			\$325		
Update downtown storefront display	1			2	4	0.5				\$688	\$688			\$688		
Update project web presence	1			2	4	0.5				\$688	\$688			\$688		
3.7 Facilitate Project Coordination and Communications for this Stage of Work	12					3	\$320	\$265		\$1,950	\$2,535	\$1,240	\$320	\$975		
3.8 Prepare Planning & Concepts Stage Report	6		12	32	24	8	\$320	\$1,130		\$7,658	\$9,108	\$3,427	\$1,469	\$1,915	\$766	\$1,532
Hours for this Phase of Work	60	0	60	156	64	19				\$36,218	\$48,776	\$20,829	\$4,171	\$12,731	\$766	\$10,280
Professional Fees for this Phase of Work	\$8,700	\$0	\$6,900	\$14,040	\$5,248	\$1,330										\$48,776
Total Otak Professional Fees for this Phase of Work						\$36,218										
Otak Direct Expenses/Reimbursable Travel Costs for this Phase of Work						\$7,675										
Subconsultant Costs for this Phase of Work (See Separate Estimates per Subconsultant for Detail)						\$12,558	\$1,940	\$10,618	\$0							
Total Estimated Budget this Phase of Work						\$56,451										
<b>4.0 PRELIMINARY DESIGN: Main Avenue Preliminary Design (Design Development to 30 Percent)</b>																
4.1 Prepare 30 Percent Design Plans and Supporting Design Development Details	8		48	96	24	0.5	\$1,200	\$8,273		\$17,323	\$26,796		\$1,200			\$25,596
4.2 Prepare Supporting Cost Estimate for Preliminary Design	1		8	24		0.5		\$1,670		\$3,260	\$4,930					\$4,930
4.3 Identify Permitting Requirements, Timelines, and Other Implementation Requirements	1			12		0.5		\$1,225		\$1,260	\$2,485					\$2,485
4.4 Prepare for and Attend Advisory Committee Meetings and TFURA Board Meetings	12					3		\$540		\$1,950	\$2,490					\$2,490
4.5 Coordinate, Facilitate, and Attend Project Presentation and Open House for Public and Stakeholder Review of Draft Preliminary Design	8		16	4	4	2		\$540		\$3,828	\$4,368			\$1,914		\$2,454
4.6 Coordinate and Support Ongoing Public and Stakeholder Outreach Activities																
Project messaging, support with press releases, announcements, etc.	2					0.5				\$325	\$325			\$325		
Update downtown storefront display	1			2	4	0.5				\$688	\$688			\$688		
Update project web presence	1			2	4	5				\$1,003	\$1,003			\$1,003		
4.7 Facilitate Project Coordination and Communications for this Stage of Work	12					3	\$270	\$265		\$1,950	\$2,485		\$270			\$2,215
4.8 Finalize Preliminary Design Package (Plans, Cost Estimate, Design Development Details, Supporting Narrative, and Illustrations)	2		12	24	16	4	\$120	\$880		\$5,422	\$6,422		\$120			\$6,302
Hours for this Phase of Work	48	0	84	164	52	19.5				\$37,009	\$51,992	\$0	\$1,590	\$3,930	\$0	\$46,472
Professional Fees for this Phase of Work	\$6,960	\$0	\$9,660	\$14,760	\$4,264	\$1,365										\$51,992
Total Otak Professional Fees for this Phase of Work						\$37,009										
Otak Direct Expenses/Reimbursable Travel Costs for this Phase of Work						\$5,000										
Subconsultant Costs for this Phase of Work (See Separate Estimates per Subconsultant for Detail)						\$14,983	\$1,590	\$13,393	\$0							
Total Estimated Budget this Phase of Work						\$56,992	\$49,900	\$64,990	\$24,008							
									\$138,898	Total Subconsultant Fees Per Firm						
									\$132,782	Total All Subconsultant Fees						
									\$24,075	Total Otak (Prime Consultant) Fees						
									\$295,755	Total Otak Reimbursable Expenses/Direct Costs Including Travel						
										TOTAL ESTIMATED BUDGET THROUGH 30% DESIGN						

Shaded boxes denote DISCOUNTED fees - Principal will provide 1/2 time on the ground pro bono; rest of team will not charge travel time including senior Otak staff; LCG will not charge travel time

# Main Avenue Master Plan and Preliminary Design

## Preliminary Project Budgeting--Master Budget Sheet--Page 3

**OPTIONAL SERVICES FOR CONSIDERATION BY THE CITY AND THE TFURA BOARD:**

<b>A</b>	Guest Speakers/Experts on Downtown Revitalization and Livable Streets (2 Guest Speakers) - Could Attend Either of the Two Workshop Series/Town Hall Events	<b>\$10,000</b>
<b>B-1</b>	Field Topographic and Horizontal Survey for Main Avenue, Alleyways between Main and 2nd, and Side Street Connections between Main and Alleyways	<b>\$48,828</b>
<b>B-2</b>	-OR- Expanded Field Topographic and Horizontal Survey for Entire Area between and including the Rights-of-way of the 2nd Avenues and Adjacent Parking Areas	<b>\$72,204</b>
<b>C</b>	Management Reserve Account to Cover Additional Meetings and Items that May Arise during the Planning and Design Process	<b>TBD (10 Percent or \$29,500 Suggested)</b>

<b>BREAKDOWN OF OTAK'S REIMBURSABLE EXPENSES AND DIRECT COSTS INCLUDING TRAVEL</b>		airfare	lodging	per diem	car/transp	Subtotals	<b>Totals</b>
T1	Kick-off Meeting/Stakeholder Interviews (3 people), airfaire, lodging 2 nights, per diem, car rental/transportation	\$1,200	\$900	\$300	\$300	\$2,700	<b>\$3,500 Task 1</b>
T2	Workshop 1 (4 people) airfare, lodging 5 nights, per diem, car rental/transportation	\$1,600	\$2,500	\$1,000	\$800	\$5,900	<b>\$7,900 Task 2</b>
T3	Workshop 2 (3 people) airfare, lodging 5 nights, per diem, car rental/transportation	\$1,200	\$1,875	\$750	\$750	\$4,575	<b>\$7,675 Task 3</b>
T4	Project Open House during Preliminary Design (2 people) airfare, lodging 2 nights, per diem, car rental/transportation	\$800	\$500	\$200	\$400	\$1,900	<b>\$5,000 Task 4</b>
	6 additional trips for advisory committee and board meetings (1-T1, 2-T2, 2-T3, 3-T4)	\$2,400		\$200	\$600	\$3,200	<b>\$24,075</b>
	Reprographics and reimbursable expenses/direct costs (storefront display boards, copies of plans, design reports, deliveries and postage, etc.)						
	Task 1 Discovery					\$800	
	Task 2 Analysis					\$2,000	
	Task 3 Planning					\$1,500	
	Task 4 Design					\$1,500	
	<b>Otak Total Travel and Reimbursable Expenses</b>					<b>\$24,075</b>	

# Main Avenue Master Plan and Preliminary Design

## Project Work Plan and Schedule

August 7, 2014

	2014						2015				
	July	August	September	October	November	December	January	February	March	April	May
Team Selection, Contract Finalization, and Authorization to Proceed	■										
<b>1.0 DISCOVERY: Project Kick-off and Information Gathering and Review</b>		■									
1.1 Finalize Project Work Plan and Public and Stakeholder Involvement Plan		■									
1.2 Prepare for and Attend Kick-off Meetings in Twin Falls		★									
1.3 Assemble Project Advisory Committee, Develop Work Plan for Committee and Attend First Meeting and TFURA Board Meeting		■	★								
1.4 Review Background Information--Adopted Plans, Studies, GIS Information, and Other Data		■									
1.5 Review Infrastructure Assessment Report and Determine Next Steps		■									
1.6 Review and Analyze Existing and Forecasted Traffic and Parking Conditions		■									
1.7 Develop Draft Vision and Objectives for Main Avenue and Project Information Sheet			■								
1.8 Develop Aerial Photography Base Maps for Analysis, Planning, and Development of Concepts			■								
1.9 Facilitate Project Coordination and Communications for this Stage of Work		■									
1.10 Prepare Discovery Stage Report			■								
<b>2.0 ANALYSIS: Main Avenue Corridor and Downtown Analysis--Challenges and Opportunities</b>			■								
2.1 Develop Illustrative Context Analysis Graphics			■								
2.2 Prepare Visual Preference Options/Graphics			■								
2.3 Prepare Kit of Parts Street Elements and Layout Options			■								
2.4 Identify Downtown Revitalization and Redevelopment Opportunities			■								
2.5 Analyze and Identify Utility Infrastructure Options and Determine Preferred Approach			■								
2.6 Develop Scenarios for Multi-Modal Transportation and Parking			■								
2.7 Develop Scenarios for Construction Methods and Staging			■								
2.8 Prepare for, Facilitate, and Attend Design Dialogue Workshop Series #1 (Community/Stakeholder Workshop Sessions)			■	★							
2.9 Prepare for and Attend Advisory Committee Meetings and TFURA Board Meetings			■	★	■						
2.10 Coordinate and Support Ongoing Public and Stakeholder Outreach Activities			■								
2.11 Facilitate Project Coordination and Communications for this Stage of Work			■								
2.12 Prepare Analysis Stage Report				■							



# Memorandum



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**To:** Melinda Anderson, Twin Falls Urban Renewal Agency  
**From:** Mandi Roberts, Otak  
**Date:** August 7, 2014  
**Subject:** Main Avenue Master Plan and Preliminary Design—Proposal for Professional Services

Thank you for inviting the Otak team to prepare a proposal and budget estimate for completing visioning, master planning, public and stakeholder involvement, traffic analysis, and preliminary design for the Main Avenue project in Twin Falls. Our team, which includes Otak, Inc. as the prime consultant and subconsultants Leland Consulting Group, JUB, and Kittelson and Associates, is very excited about the project. Pending your authorization to proceed, we are looking forward to working with you, the TFURA Board, other City staff, stakeholders, and the community on this incredible project for Twin Falls!

## Summary of Proposed Budget

Our proposed budget will take the project through to 30 percent design. Our budget breaks down as follows:

- Visioning and planning including master planning for the Main Avenue corridor and vicinity between the 2<sup>nd</sup> Avenues: \$66,736.80
- Economic development and revitalization strategy/consultation: \$56,593.45
- Traffic analysis/multi-modal transportation planning: \$26,243.40
- Public and stakeholder involvement: \$46,980.00
- Preliminary design (taking the streetscape and street design to 30 percent completion) \$75,126.35

This totals \$271,680, and with travel and reimbursable expenses estimated at \$24,075, our total proposed project budget is \$295,755. Details of these costs, including estimated costs per subtasks and a breakdown for the reimbursable expenses have been previously submitted for your review.

## Observations on the Proposed Costs and Comparisons to Percent of Construction and Other Similar Projects

We have provided a summary of other similar projects and their construction budgets and design fees. We have also provided a list of similar planning/visioning projects for comparison. In our review of the costs of other similar types of projects, our proposed fees are within the range of that typical and customary for this type of work. Our professional rates are also comparable to other professionals in our industry, and we can provide some comparative rate schedules for your review to demonstrate this.

The City provided a copy of the construction cost estimate for Main Avenue and other projects in the urban renewal area for our review. We understand from conversations with City staff that this estimate is a rough, planning-level

assessment of the project without the benefit of any design work (no design work has yet been completed), and as such it is preliminary. The estimate shows an anticipated range of the total cost of the project at between \$2,570,070 and \$5,507,000 (including engineering, mobilization, and contingency estimates), and specifically shows an estimated total project cost of \$3,671,528 (including engineering, mobilization, and contingency estimates) within that range.

It is customary in our industry to anticipate that design costs (sometimes called P, S, and E or plans, specifications, and estimates) to be in the range of 10 to 15 percent of the cost of construction. This is a rule of thumb only and actual costs can vary widely. Some projects that are of high complexity may have higher percentage fees (and perhaps even upwards of 20% or more), and other projects that are simpler may have lower percentage fees. Smaller projects tend to have higher percentage fees. Field survey (topographic survey) used as the basis for design is typically included within the 10 to 15 percent fees.

This is typically calculated as the percentage of the total construction cost of the project minus estimated engineering design (PSE) but including mobilization and contingency (which is the complete cost of construction). For planning level cost estimates we typically use a contingency of 30 percent, and the City's estimate uses 20 percent.

Considering the City's estimate, the total estimated cost of construction without engineering design fees would be \$3,409,276. If a 30 percent contingency were used, the estimated cost of construction would be \$3,671,528.

Applying the rule of thumb for engineering design fees of 10 to 15 percent of construction costs, the engineering design budget should be in the range of:

- \$340,928 to \$511,376 (10 to 15 percent, assuming a 20 percent contingency in the construction cost estimate)
- or-
- \$367,153 to \$550,729 (10 to 15 percent, assuming a 30 percent contingency in the construction cost estimate)

Our proposal is for a mix of professional services, and only a portion of these services fall into the category of what would be considered typical "design" related services as a percent of construction. These are the services related to preliminary design to 30 percent design (proposed Task 4.0) and some of the data review and analysis and other coordination services in the other tasks (1.0, 2.0, and 3.0). We have calculated the fees that relate to preliminary design to be a total of \$75,126.35. Adding a portion of the reimbursable expenses to that amount and rounding up, we estimate that the services related to preliminary design to be around \$85,000. The other costs in our proposal are for planning, visioning, public involvement, economic development, and traffic analysis.

In comparison to the 10 to 15 percent of construction numbers listed above and multiplying by 30% since our design is only taking the project to 30 percent, our proposed fees for design are currently BELOW what would be expected using the rule of thumb. Design to 30 percent would be expected to be from \$102,278 to 153,413 with a 20 percent contingency in construction, and from \$110,146 to \$165,219 with a 30 percent contingency in construction.

As our team moves forward with the project and gains a stronger understanding of the details of expected demolition, removal and replacement of elements, extent of new trees to be planted vs. trees to be preserved, extent of repaving, anticipated, the relocation of utilities required, and other elements, we will be able to prepare a more detailed cost estimate for the project.

In a very cursory review of the City's estimate, we believe that the project cost may be higher than the \$3,409,276 estimated for construction. While it is difficult at this early stage to estimate what the costs will be without having any design completed, in review of the estimate we observed:

- Utilities and storm drainage costs may be higher than estimated depending on the extent of relocation/retrofitting and correlating work to be completed in the alleyways.
- Special paving likely will be used in sidewalk/streetside areas vs. CIP concrete assumed in estimate.
- Sidewalk areas need to cover from face of buildings to curbs and the quantities shown may not assume this.
- The "Landscaping" item shown at \$300,000 would typically cover streetscape furnishings (benches, trash and recycling receptacles), trees (including new trees and preservation of existing), landscaping, irrigation, wayfinding signs, and other amenities – such as commemorative elements, interpretive panels, public art, etc. As such, the budget of \$300,000 seems very low for covering all of these items.
- Lighting – may not cover special pedestrian scale lighting or accent lighting that may be advisable and desirable for the streetscape.

Also as a sidenote, it should be noted that the survey cost shown in the City's estimate for \$25,000 is most probably for construction surveying and staking. Field/topographic surveying would be a separate cost covered under "Design."

At this early stage, it is not been confirmed how much construction improvement work will be required beyond the five-block area of Main Avenue. The proposed process will help to determine how much side street improvements, alleyways, etc. will be completed. These other areas were not assumed in the City's rough estimate.

In summary, we concur that the City's estimate showing the range of \$2,570,070 to \$5,507,000 is adequate as a range, but project costs are likely to be at the higher end of this range, perhaps in the area of \$4,000,000 to \$4,500,000, but to be determined more specifically once the project moves into conceptual and preliminary design.

# Main Avenue Master Plan and Preliminary Design

Twin Falls, Idaho

## Comparisons to Other Projects

Following is a list of other projects that involve work in downtown planning, visioning, economic development, streetscape improvements, and design. It is important to note that when looking at other projects for comparison purposes—***no two projects are alike!*** Each and every project has its own set of circumstances, types of services needed, context/geographic coverage area, etc. However, we have selected projects that are as similar as possible to the Main Avenue project and the scope developed. These are all projects designed by Otak, Inc.

### ***Design and Construction Projects***

<b>Project Name/Brief Description</b>	<b>Construction Budget</b>	<b>Engineering Design Budget (0 to 100 %)</b>	<b>Design % of Construction</b>
<b>Burnham Street, Tigard, Washington</b> Similar in geographic coverage to Main Ave. in Twin Falls; downtown signature street with similar complexity and context to Main Ave.; won the APWA National Public Works Project of the Year for projects less than \$5 million in 2012	\$4,500,000	\$700,000	15.55%
<b>Main Street, Battle Ground, Washington</b> Similar focus on signature street in downtown, but longer geographic coverage about twice as long as Main Avenue and much wider boulevard style street/state highway	\$10,000,000	\$1,553,210	15.53%
<b>Main Street, Kelso, Washington</b> Similar focus on streetscape enhancements and creating a signature street in the historic area of downtown	\$7,900,000	\$899,707	11.39%
<b>1<sup>st</sup> and D Snohomish Intersection Improvements</b> City of Snohomish, Washington historic downtown setting, much smaller project, but strong emphasis on streetscape, furnishings, and public involvement; already had streetscape plan and this was first implementation project	\$1,000,000	\$125,000	12.5%
<b>Legacy Park/East Lake Street Improvements</b> McCall, Idaho, Urban renewal project, won the Idaho Smart Growth Award; similar geographic extent as Main Avenue, Twin Falls; extensive focus on park improvements	\$4,300,000	\$650,000	15.11%

### ***Design and Construction Projects—Continued***

<b>Project Name/Brief Description</b>	<b>Construction Budget</b>	<b>Engineering Design Budget (0 to 100 %)</b>	<b>Design % of Construction</b>
<p><b>Scottsdale Road Streetscape Improvements</b> Main street of Scottsdale, Arizona, but multi-lane boulevard; this was for 2.5 miles of improvements of streetscape on either side with minimal roadway and utilities work; Otak also did the master plan and design guidelines prior to completion of design, which had extensive public involvement and included a downtown circulation analysis and the cost of that work was \$475,000 in addition to the design costs listed at right. And we did another master plan for the entire 25 mile length of the corridor with extensive city-wide public involvement (Mandi Roberts managed this project) and that budget was \$975,000.</p>	\$5,800,000	\$935,000	16.12%
<p><b>State Route 522/Boulevard Improvements</b> In Kenmore, Washington—signature street in downtown but a major urban boulevard with right-of-way acquisition; five lane street, but included streetscape and public art in downtown Kenmore (pretty big project with a lot of complexities)</p>	\$17,500,000	\$2,500,000	14.28%
<p><b>171<sup>st</sup> Street Urban Parkway Improvements*</b> Woodinville, Washington, City has downtown streetscape plan already in place and this project is the first implementation; public involvement is more minimal; before completing final design, previous planning/concepts and public involvement was \$300,000.</p>	\$6,500,000 (approx.)	\$850,000	13.07%

### ***Visioning and Planning Projects***

- City of Bend, Oregon Central Area Plan and 3<sup>rd</sup> Street Conceptual Design \$332,000 (no preliminary design)
- Tigard Green Streets Master Plan and Design Guidelines \$190,000 (no economic development or preliminary design; previous work to Burnham Street project)
- Flagstaff, Arizona 4<sup>th</sup> Street Corridor Study \$225,000 (no economic development or preliminary design)
- Pioneer Square Parks and Streets Master Plan, Seattle, Washington \$325,000
- 185<sup>th</sup> Street Station Subarea Plan, Shoreline, Washington \$250,000 (no preliminary design)