

Public Works / Finance Committee



Regular Meeting
~Amended Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, February 24, 2020

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of February 10, 2020 Public Works / Finance Committee Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes provided for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

2. Electronic Signature Policy (ACTION ITEM) – Mia Bautista / Gary J. Riedner

Idaho Code allows the use of electronic signatures and specifically allows cities to utilize electronic signatures as long as due consideration is given to the security of those processes. Currently the City of Moscow has no policy regarding electronic signatures, nor other electronic records used to conduct the official business of the City. The attached policy provides the parameters of the use of these processes in conducting the City's business.

PROPOSED ACTIONS: Recommend approval of the attached "City of Moscow Electronic Signature Policy", or provide staff further direction.

3. Phase 5 of the Runway Realignment Project and Terminal Design Grant Application Approval (ACTION ITEM) - Gary J. Riedner

The Pullman-Moscow Regional Airport has applied for grants from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of completing Phase 5 of the Runway Realignment Project and Terminal Design. The amount of the grants is up to \$8,000,000 with a local match of \$649,600.00 from multiple sources, which includes a possible ITD Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications.

PROPOSED ACTIONS: Recommend adoption of the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program, or provide staff further direction.

4. Lot Line Adjustment for 1122 S Mountain View Road - (Heron's Hideout Park) (ACTION ITEM) – Aimee Hennrich

The City of Moscow is requesting a lot line adjustment to the property adjacent to the City's Heron's Hideout Park and addressed as 1122 S. Mountain View Road. At the December 16, 2019 City Council meeting, the Council voted to approve the purchase of a 1.22-acre portion of the 1.87-acre parcel. The proposed lot line adjustment will increase the size of Heron's Hideout Park by 1.22 acres and result in a remnant parcel of 0.64 acres which currently contains a

single-family dwelling. The subject property is within the Low Density, Single Family Residential (R-1) Zone, which requires a minimum lot size of 9,600 square feet and a minimum lot width of 80 feet. The proposed lot line adjustment would meet both of these standards and the existing home will meet all setback requirements.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

5. Downtown Parking Study Request for Proposals (ACTION ITEM) - Bill Belknap

During the preparation of the FY2020 budget, the City Council included \$45,000 in funding to hire a consulting firm to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area. Staff has prepared a Request for Qualifications (RFQ) for the Council's review and approval.

PROPOSED ACTIONS: Recommend approval and publication of the Downtown Parking Study Request for Qualifications; or provide staff further direction

REPORTS

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Public Works / Finance Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, February 10, 2020

3:00 PM

**Council Chambers
206 E. Third St.**

REGULAR AGENDA

The meeting was called to order at 3:00 p.m.

PRESENT: Sandra Kelly, Brandy Sullivan, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Anne Zabala (3:57)

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Sarah Banks, Laurie M. Hopkins

1. Approval of January 27, 2020 Public Works / Finance Committee Minutes - Laurie M. Hopkins

Minutes provided for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.
The minutes were approved as presented.

2. Disbursement Report January 2020 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending January 2020.

ACTION: Sign the Disbursements Report for the month of January 2020.

Banks described the report with payroll, Whitcom and HRVEBA employee contributions being the major expenses. The Committee approved, signed the report and recommended it be placed on the Council consent agenda.

3. Sixth Street Bridge Replacement Project (ACTION ITEM) - Bill Belknap / Gary Riedner

During the recent Paradise Creek Flood event in April of 2019, the Sixth Street culvert structure near Mountain View Road sustained significant erosion damage that undermined the roadway shoulders reducing the roadway width and significantly damaging the guardrail system. After the flood damage, City Streets staff performed temporary repairs to the roadway surface and placed concrete barriers to compensate for the damaged guardrail system while the City assessed the best options to address the roadway and culvert deficiencies. The width of the culvert crossing is inadequate to accommodate pedestrian sidewalks or bicycle facilities, and the culvert structure includes a collection of three separate culverts of varying size. These culverts do not have adequate conveyance ability to prevent flood waters from overtopping the roadway, and they also collect significant debris during flooding events which complicates flood response actions and increases roadway and property damage risk in the surrounding area. Staff is currently seeking Council approval to prepare and submit the post-disaster grant application to the Idaho Department of Commerce in the amount of \$150,000 to support the bridge replacement project.

PROPOSED ACTIONS: Recommend approval of the post-disaster relief grant application to the Idaho Department of Commerce for the Sixth Street Bridge replacement, or provide staff further direction

Belknap provided pictures of the damage to the Sixth Street bridge, including some damage to the road. The flooding event in April 2019 resulted in a federal major disaster declaration to assist with recovery efforts. The City received FEMA and insurance reimbursements however, FEMA provides reimbursement for local streets and roadways and not those designated as Major Collectors/Federal Aid Routes. Sixth Street is designated as a Major Collector on the State of Idaho functional classification system so was not included in the reimbursement. The State of Idaho CDBG program can provide post disaster financial assistance maximum award \$150,000, but must apply within 1 year of the event. A project within the area of the culvert is the Mountain View project from Joseph to Sixth Street which includes widening of the road, sidewalks and installation of a roundabout at Sixth Street. Due to funding limitations, the project ends just to the east of the culvert crossing. Staff estimates construction in 2023-2024 depending on available funding and right-of-way acquisition. When that project is complete, the culvert will be a constraint where there are no pedestrian facilities, sidewalks or bike lanes, causing a gap in the roadway system. Staff has reviewed potential options including culvert extension and headwall construction and has concluded that bridge construction is the preferred long-term alternative. Total project cost estimate for design is \$150,953 and construction at \$1,006,355. Possible funding includes FEMA reimbursements, LID construction funds in FY2020 budget, CDBG Post Disaster Grant and Street Capital accumulations. Currently planned and programmed street projects would continue to be funded. However, the surface treatment program funding would be lowered for two years and then built back up over a five-year period. Riedner talked about the capital improvement plan that sets out a plan for prioritization of projects and then allocating a certain amount of money and begin funding these projects systematically. Belknap detailed the spending of the line item from 2017 through 2019. The repairs completed were only temporary and if there was another flood it would be undermined again. However, it is not in imminent danger and with addition of the jersey barricades the bridge is safe. The Committee recommended approval and that it be placed on the Council regular agenda.

4. ERP Contract Acceptance (ACTION ITEM) – Sarah Banks / Gary J. Riedner

On November 18, 2019 City Council approved a proposal to fund the purchase of replacement Enterprise Resource Planning (ERP) software, to appropriate that funding in the FY2020 open budget process and authorizing the issuance of a Request for Proposals (RFP) to address the City's current and future needs for an integrated financial software solution. As noted during the FY2020 budget session, since the information regarding the inability of the City's current financial software to allow implementation of the convenience fee was not known in time to include funding in the FY2020 budget proposal, funds were not appropriated in the FY2020 budget for the purchase of new software. The RFP for ERP was issued on November 23, 2019, with a closing date of January 6, 2020. Three (3) responses were received. Staff evaluated the three responses and selected BS&A for a presentation to an evaluation committee. That committee included representatives from Administration, Finance, Human Resources, Information Systems, Community Planning & Design, and Public Works & Services. The presentation took place over the course of two days, January 28-29, 2020. After consideration of the proposal, staff is recommending the selection of BS&A ERP software.

PROPOSED ACTIONS: Recommend approval of: selection of BS&A Enterprise Resource

Planning software, the software license and services agreement when negotiations are complete, the funding program as outlined in the attached memo from the City Supervisor and direct staff to bring the necessary appropriation forward in the City's FY2020 open budget process or provide staff further direction.

Riedner gave some background on the current system and introduced the item as written above. It is an integrated software whereas it includes additional services beyond only financial software, such as a personnel management module, business licensing, and local improvement districts special assessments. Should the City Council wish to look at the implementation of business licensing, the software would accommodate that. A community development module is available but staff will continue to assess the program as the current software meets the needs of the department and BS&A community development module is quite a bit more expensive. Riedner provided details regarding pricing, implementation and funding. All users will be included in the on-site training. Integration with all the modules is a huge factor in the selection. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Police Services Facility Project Update - Bill Belknap

Belknap gave the project background that began in 2016 with a police services facility master plan and a successful bond election in May 2019. LCA Architects was selected for construction design work to begin in August 2019. The master plan indicated a need for a primary building size of 15,300 square feet and outbuilding of 3,000 square feet based on needs at that time. In reviewing the needs for the City and future 50-year growth, the principal building grew to 17,682 square feet and the outbuilding grew to 4,200 square feet. With the growth in square footage and increase of construction costs, the project estimate grew to \$10.5 million. Staff took 45 days to review every space of the building to determine what was necessary, yet not compromising the long-term functionality. This led to a reduction of the building size to 16,500 and 2,700 square footage for the outbuilding. The building structural design, site layout and exterior finish materials were also modified to reduce the project cost. The building was initially envisioned and priced as a full masonry on both floors and staff shifted to masonry on first floor and cement fiber on the second. Some of the exterior finishes were also switched to reduce costs. The current estimate is now \$8.49 million, about \$600,000 beyond the bond estimate. There is a contingency of \$340,000. The building design remained substantially the same and Belknap presented schematics of the building, described the specific rooms and provided a project schedule. The project was scheduled to bid in January but the 45 days of review delayed the bid, which is now scheduled for the week of February 20, 2020, with bids due March 26, 2020. The building will still be solar ready and a solar array will be a bid alternate so that the council can see the pricing on the project and assess the project budget at that point. EV charging conduit will be roughed in as well as solar infrastructure to the outbuilding for future expansion. Other add alternates will include enhanced building insulation, enhanced glazing, and addition to outbuilding. Sullivan asked staff to provide information regarding a return on investment projection on the add alternates to assist with selection of add alternates.

ADJOURN

The meeting closed at 4:10 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, February 24, 2020



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Electronic Signature Policy (ACTION ITEM) – Mia Bautista / Gary J. Riedner

DESCRIPTION

Idaho Code allows the use of electronic signatures and specifically allows cities to utilize electronic signatures as long as due consideration is given to the security of those processes. Currently the City of Moscow has no policy regarding electronic signatures, nor other electronic records used to conduct the official business of the City. The attached policy provides the parameters of the use of these processes in conducting the City's business.

STAFF RECOMMENDATION

Recommend approval of the attached "City of Moscow Electronic Signature Policy".

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the attached "City of Moscow Electronic Signature Policy", or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Electronic Signature Policy

City of Moscow Electronic Signature Policy

Objective or Purpose and Scope

Idaho Code allows use of electronic signatures and provides the same legal effect and enforceability on documents with an electronic signature as the law does with a record that is in paper form with a written signature. Municipalities are authorized to utilize electronic records and electronic signatures, while giving due consideration to security, I.C. 28-50-118.

This Policy provides guidelines for the use and proper storage of electronic signatures. Furthermore, this Policy applies to all City of Moscow employees, City Council and Mayor, and governs all uses of electronic signatures and electronic records used to conduct the official business of the City. Such business may include, but not be limited to, electronic communications, transactions, contracts, grant applications and other official purposes.

Security Measures and Process

The use of the electronic signature is solely for the person identified by the signature or for those the identified person gives express authorization for use of his/her signature. When the person utilizing the electronic signature is not the person identified by the signature, that authorized user shall keep a log of the use of the authorized electronic signature, which includes the date of the request and a description of the document where the electronic signature was utilized. The person who gave authorization for the use of his/her electronic signature will need to sign the log book confirming the use of the electronic signature was authorized.

Each employee who utilizes an electronic signature must notify his/her supervisor of the existence of such signature and who has access and authorization to use the signature. Each Supervisor, Department Head, Council Member and Mayor must notify the Clerk of the existence of an electronic signature and who has access and authorization to use such signature.

Storage of the electronic signature shall be placed in a secure location where the only people allowed access are the authorized users.

Definitions

- A. An "electronic signature" is an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign a record.
- B. An "electronic record" is a record created, generated, sent, communicated, received, or stored by electronic means.
- C. A "record" is information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. Financial and other documents or forms are records.

- D. An "electronic transaction" is a transaction conducted or performed, in whole or in part, by electronic means or electronic records.
- E. "Electronic" relates to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- F. An approved electronic signature method is one that has been approved by the City Supervisor, in accordance with this policy and all applicable state and federal laws, and which specifies the form of the electronic signature, the systems and Procedures used with the electronic signature, and the significance of the use of the electronic signature.

COMMITTEE STAFF REPORT

DATE: Monday, February 24, 2020



RESPONSIBLE STAFF

Gary Riedner, City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Phase 5 of the Runway Realignment Project and Terminal Design Grant Application Approval - Gary J. Riedner

DESCRIPTION

The Pullman-Moscow Regional Airport has applied for grants from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of completing Phase 5 of the Runway Realignment Project and Terminal Design. The amount of the grants is up to \$8,000,000 with a local match of \$649,600.00 from multiple sources, which includes a possible ITD Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications.

STAFF RECOMMENDATION

Recommend adoption of the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend adoption of the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FAA airport accept grant

RESOLUTION NO. 2020 - ____

A RESOLUTION PREAUTHORIZING THE ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT MONIES FOR MULTIPLE PULLMAN-MOSCOW REGIONAL AIRPORT PROJECTS SUPPORTING THE RELOCATION OF RUNWAY 6-24 AND TERMINAL DESIGN.

WHEREAS, Pullman-Moscow Regional Airport will be offered U.S. Department of Transportation Federal Aviation Administration Grant monies up to a maximum of \$8,000,000 to be used for projects supporting the Relocation of Runway 6-24 and Terminal Design; and

WHEREAS, information about said grant monies and project elements is before the City Council of the City of Moscow and attached hereto and marked as Exhibit "A"; and

WHEREAS, the turnaround time between receipt and return of executed grant authorization documents will be very limited; and

WHEREAS, this Council believes it to be in the best interests of the City of Moscow to preauthorize the acceptance of said grant monies;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

That the Mayor and Finance Director be and they are hereby preauthorized and directed to accept the U.S. Department of Transportation Federal Aviation Administration Grant monies.

That the Mayor and Finance Director are each hereby preauthorized and directed to take such further action as may be appropriate in order to effect the purpose of this Resolution.

That this Resolution shall become effective as of the 2nd day of March, 2020.

PASSED AND APPROVED by the Mayor and City Council of the City of Moscow, Idaho this ____ day of _____, 2020.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Approved as to Form:

Mia Vowels, City Attorney

COMMITTEE STAFF REPORT

DATE: Monday, February 24, 2020



RESPONSIBLE STAFF

Aimee Hennrich

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Lot Line Adjustment for 1122 S Mountain View Road - (Heron's Hideout Park) (ACTION ITEM) –
Aimee Hennrich

DESCRIPTION

The City of Moscow is requesting a lot line adjustment to the property adjacent to the City's Heron's Hideout Park and addressed as 1122 S. Mountain View Road. At the December 16, 2019 City Council meeting, the Council voted to approve the purchase of a 1.22-acre portion of the 1.87-acre parcel. The proposed lot line adjustment will increase the size of Heron's Hideout Park by 1.22 acres and result in a remnant parcel of 0.64 acres which currently contains a single-family dwelling. The subject property is within the Low Density, Single Family Residential (R-1) Zone, which requires a minimum lot size of 9,600 square feet and a minimum lot width of 80 feet. The proposed lot line adjustment would meet both of these standards and the existing home will meet all setback requirements.

STAFF RECOMMENDATION

Recommend approval of the lot line adjustment request with no conditions.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

FISCAL IMPACT

No fiscal impact.

PERSONNEL IMPACT

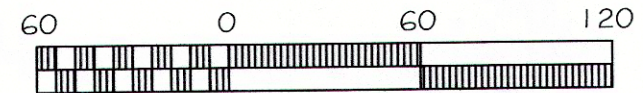
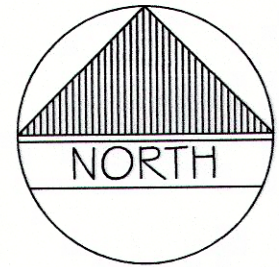
ATTACHMENTS

1. ROS_603983
2. City of Moscow - Jabbora Remainder Description
3. City of Moscow - Jabbora Description

T 39 N, R 5 W, S 16

RECORD OF SURVEY

A Portion of Lot 25 of the Plat of
Section 16, City of Moscow
T39N, R5W, Boise Meridian
Latah County, Idaho



ORIGINAL SCALE : 1" = 60 FEET
CADD FILE : JABBORA LD ROS.dwg

LEGEND

- Set 5/8" X 30" long rebar w/ aluminum cap LS 6449
- Found 5/8" dia. Rebar Property Corner as Described
- Calculated Position - Nothing Found or Set
- ✦ Found Section or 1/4 Section Corner
- (R) Record Per References
- Subject Property Boundary Line
- Section Line
- Section Subdivision Line
- City Street Centerline
- City Street Right of Way Line
- Easement Line
- x-x-x-x-x-x-x- Fenceline

BASIS OF BEARINGS

The Basis of Bearings for this survey is the Idaho Coordinate System, West Zone, NAD 83, as shown between the found W1/4 corner and found NW corner of Section 16, being N00°53'16"W.

SURVEY REFERENCES

- Plat of Section 16, Bk 2 of Plats, Pg 36
- Petersen Addition Plat, instrument no. 231092
- Easement for sewer line, instrument no. 335923
- Decree Settling Estate, instrument no. 395070
- Warranty Deed, instrument no. 448485
- Personal Representatives Deed, instrument no. 571072
- Warranty Deed, instrument no. 438983
- Warranty Deed, instrument no. 438984
- Warranty Deed, instrument no. 533764
- Record of Survey, Hodge PE/LS 3003, inst. no. 431014, 1997
- Record of Survey, Dunn PLS 10162, inst. no. 525826, 2008
- Record of Survey, Younger PLS 12724, inst. no. 552594, 2012

SURVEY NOTES

- The rebar and cap at the northeast corner of the Remainder parcel is located S00°39'18"W, 1.16' from the computed position of the corner. No corner was set at the computed position.
- There was also a monument located on the north line of Lot 26, not shown on this map, that is 17.78 feet east of the NE corner of Lot 26 per Record of Survey (ROS), inst. no. 602715. Measured distance along the north line of Lot 26 is 623.11 feet, record per ROS no. 552594 is 623.14 feet.

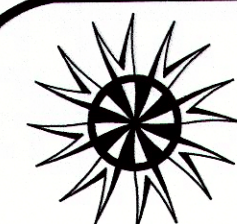
SURVEYOR CERTIFICATION

This map correctly represents a survey made by me or under my direction in conformance with the Survey Recording Act and at the request of the City of Moscow in February, 2020.



Duane E. Priest - Idaho Professional Land Surveyor

2-12-20



RIM ROCK CONSULTING, INC.

Land Surveying
Site Planning
Mapping

129 West 3rd Street #102 Moscow, Idaho 83843 208-883-5339 rimrock@rimrockconsulting.net

SHEET

1
OF
1

Fd Brass Cap in
Monument Case per
CPF #278778

8 9
17 16

MOUNTAIN VIEW ROAD

BASIS OF BEARINGS
N00°53'16"E 2643.05' (2643.07' R10)

448.54'

N00°53'01"E 488.55'

Fd Brass Cap in
Monument Case per
CPF #298482

17

Fd Rebar & Cap
PE/LS 3003

SURVEYOR NARRATIVE

The purpose of this survey was to divide the North 132 feet of Lot 25, Plat of Sec 16, into two parcels. The north line of Lot 25 was determined by locating monuments along the north line of Lot 26 and extending the line West to the intersection with the east right of way line of Mountain View Road. The east line of Mountain View Road was established from found monuments along the road right of way, which is also the west line of Lot 25. Previous surveys by Larry Hodge PE/LS 3003, inst. no. 431014, and John Dunn PLS 10162, inst. no. 525826, show an encroachment of the Petersen Addition Subdivision into Lot 25. The encroachment shown on this survey varies from 2.92 feet at the southeast corner of the Petersen Addition into Lot 26 of the Plat of Sec 16, to 2.1 feet into Lot 25 of said Plat at the northwest corner of Lot 25.

COUNTY RECORDER CERTIFICATE

STATE OF IDAHO, COUNTY OF LATAH 603983
RECORDED AT THE REQUEST OF
AT 3:45 PM THIS 12th DAY OF FEB., 2020
RECORDER HENRIANNE K. WESTBERG
DEPUTY

DATE	STATE	COUNTY	PROJECT	DRAWN BY
FEBRUARY 2020	ID	LATAH	JABBORA LD	DEP



Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS
GIS & MAPPING SERVICES

JOHN L. DUNN, PLS / ID, WA / CFEDS
DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

REMAINDER DESCRIPTION FOR CITY OF MOSCOW

A parcel of land within the southwest quarter of the northwest quarter (SW1/4NW1/4) of Section 16, Township 39 North, Range 5 West of the Boise Meridian, being a portion of the North 132 feet of Lot 25 of the Plat of Section 16, Book 2 of Plats, Page 36, Latah County Records, City of Moscow, Latah County, Idaho, described as follows:

BEGINNING at a found rebar at the southwest corner of the North 132 feet of said Lot 25; Thence along the west line of Lot 25, N00°53'01"E, 20.00 feet;
Thence leaving said west line, S89°45'37"E, 255.01 feet;
Thence N00°53'01"E, 109.66 feet to the south line of the Petersen Addition to the City of Moscow, Book 5 of Plats, Page 9, Recorder's Instrument No. 231092;
Thence along the south line of the Petersen Addition, S89°41'38"E, 372.63 feet to the west line of a parcel of land conveyed to the City of Moscow, Recorder's Instrument No. 533764;
Thence along the west line of said parcel, S00°39'18"W, 129.22 feet to a found rebar at the southeast corner of the North 132 feet of said Lot 25;
Thence leaving the west line of said parcel and along the south line of the North 132 feet of Lot 25, N89°45'37"W, 628.16 feet to the **POINT OF BEGINNING**;

Containing 53365 Square Feet, (1.225 Acres), more or less.

This description was prepared by Duane E. Priest on February 4, 2020.

129 West 3rd Street, #102 • Moscow, ID 83843
(208) 883-5339 phone • (208) 883-4309 fax
rimrock@rimrockconsulting.net





Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS
GIS & MAPPING SERVICES

JOHN L. DUNN, PLS / ID, WA / CFEDS
DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

LAND DIVISION DESCRIPTION FOR CITY OF MOSCOW

A parcel of land within the southwest quarter of the northwest quarter (SW1/4NW1/4) of Section 16, Township 39 North, Range 5 West of the Boise Meridian, being a portion of the North 132 feet of Lot 25 of the Plat of Section 16, Book 2 of Plats, Page 36, Latah County Records, City of Moscow, Latah County, Idaho, described as follows:

COMMENCING at a found rebar at the southwest corner of the North 132 feet of said Lot 25; Thence along the west line of Lot 25, N00°53'01"E, 20.00 feet to the **POINT OF BEGINNING**;

Thence continuing along said west line, N00°53'01"E, 109.95 feet to the south line of the Petersen Addition to the City of Moscow, Book 5 of Plats, Page 9, Recorder's Instrument No. 231092;

Thence along the south line of the Petersen Addition, S89°41'38"E, 255.01 feet;

Thence leaving said south line, S00°53'01"W, 109.66 feet;

Thence N89°45'37"W, 255.01 feet to the **POINT OF BEGINNING**;

Containing 28,000 Square Feet, (0.643 Acres), more or less.

This description was prepared by Duane E. Priest on February 4, 2020.



129 West 3rd Street, #102 • Moscow, ID 83843
(208) 883-5339 phone • (208) 883-4309 fax
rimrock@rimrockconsulting.net



COMMITTEE STAFF REPORT

DATE: Monday, February 24, 2020



RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor, Community Planning and Design

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Downtown Parking Study Request for Proposals (ACTION ITEM) - Bill Belknap

DESCRIPTION

During the preparation of the FY2020 budget, the City Council included \$45,000 in funding to hire a consulting firm to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area. The purpose of the Study is to inventory the full number of public and private parking spaces; evaluate the current demand and utilization during peak utilization periods; project anticipated future demand; and provide recommendations related to parking system management strategies (duration limits, paid parking programs and others); and assess the need for additional public parking facilities, private parking requirements including a potential payment in-lieu. The study must recommend well thought out strategies and actions based to meet the current and projected demand and must include the participation and involvement of a broad spectrum of community stakeholders. Staff has prepared a Request for Qualifications (RFQ) for the Council's review and approval.

STAFF RECOMMENDATION

Recommend approval and publication of the Downtown Parking Study Request for Qualifications

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval and publication of the Downtown Parking Study Request for Qualifications; or provide staff further direction

FISCAL IMPACT

None at this time.

PERSONNEL IMPACT

ATTACHMENTS

1. 2020 Downtown Parking Study RFQ W Attachments



**REQUEST FOR QUALIFICATIONS FOR
DOWNTOWN PARKING STUDY PROJECT
CITY OF MOSCOW, IDAHO**

Project Name: Downtown Parking Study Project

Contracting Agent: City of Moscow, Community Planning and Design

Address: 221 East Second Street
Moscow ID 83843

Telephone: (208) 883-7011

Date Due: 5:00 PM Local Time, April 3, 2020

Project Manager: Bill Belknap, Deputy City Supervisor

REQUEST FOR QUALIFICATIONS FOR THE DOWNTOWN PARKING STUDY PROJECT

A. PROJECT NAME

Downtown Parking Study Project

B. PROJECT DESCRIPTION

The City of Moscow is seeking an experienced consulting firm to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area of Moscow, Idaho ("Study"). The Study area comprises an area of approximately 102 acres which include the downtown core of the City and the surrounding area. The purpose of the Study is to inventory the full number of public and private parking spaces; evaluate the current demand and utilization during peak utilization periods; project anticipated future demand; and provide recommendations related to parking system management strategies (duration limits, paid parking programs and others); and assess the need for additional public parking facilities, private parking requirements including a potential payment in-lieu. The study must recommend well thought out strategies and actions based to meet the current and projected demand and must include the participation and involvement of a broad spectrum of community stakeholders.

C. PROPOSED SUMMARY SCOPE OF WORK

to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area of Moscow, Idaho ("Study"). The scope of work for the Downtown Parking Study should include, but may not be limited to, the following components:

Understand & Evaluate Existing Conditions:

1. Review past studies, inventories, recommendations and other relevant historical documents pertaining to the existing Downtown parking system.
2. Inventory existing Downtown parking facilities including public and private surface parking lots, on-street parking, and other facilities within the study area shown in Exhibit A: Study Area.
3. Analyze capacity, availability, and patterns of use of the existing parking facilities (use assessment must be conducted while the University of Idaho is in session).
4. Identify major demand generators for public parking in Downtown.
5. Interview City staff and key stakeholders to identify the unique opportunities and challenges associated with public parking in Downtown.
6. Assess existing community transportation mode distribution and alternative transportation systems and opportunities including public transit, bicycle systems, and pedestrian facilities and their impact upon public parking demand.
7. Assess the availability, distribution and design standard compliance of ADA parking facilities within the study area.
8. Assess the impact of downtown community events (such as the Moscow Farmer's Market, Block Parties and similar activities) and their impact and demand upon the public parking system.
9. Prepare a map of the existing parking facilities detailing current system conditions.

Estimate Future Demand for Parking in Downtown:

1. Quantify the impact of likely future development and redevelopment projects and key public initiatives on existing parking supply.
2. Estimate future demand for Downtown parking assuming the future development of existing surface parking lots and key development sites.

Identify Best Practices for Parking Solutions in Downtown:

1. Assist with the identification and development of community specific public parking system performance goals and objectives.
2. Identify parking management strategies and programs designed to achieve the identified parking system performance objectives. Technological innovation and cutting-edge best practices are encouraged.
3. Develop criteria and an evaluation matrix to guide decision making for future public parking investment, including guidance pertaining to factors such as size, type, and location.

Anticipated Study Recommendations:

1. Recommendations regarding parking management strategies and programs to achieve identified parking system performance objectives.
2. Recommendations regarding parking demand management strategies to reduce parking demand and enhance user convenience.
3. Recommendations regarding desired ADA parking supply, distribution and design to improve user access and convenience.
4. Recommendations regarding anticipated future parking demand over the next 15 years and potential need for additional parking supply development.
5. Other recommendations relevant to the study.

Meeting Attendance:

The consultant shall attend, at a minimum, the following meetings:

1. An initial meeting will be held with the Downtown Parking Study Working Group to outline the approach and process that will be used to complete the study. The Working Group will include representatives from the City of Moscow and Downtown stakeholders and representatives.
2. Meet with City Staff and the Working Group, as necessary, during the development of the Study. These periodic meetings may be conducted via conference call, if needed.
3. The consultant will present a first draft of the study to City Staff and the Working Group for review and comment.
4. The consultant will attend to present the Study background, process, and recommendations at two public meetings to be held at appropriate points in the process.
5. The consultant will present final study findings and recommendations at a Moscow City Council Meeting.

D. ESTIMATED PROJECT SCHEDULE

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|----------------------------|--|
| • <u>March 7 – April 3</u> | <u>RFQ Advertisement Period</u> |
| • <u>April 17</u> | <u>RFQ Interviews</u> |
| • <u>May 4</u> | <u>City Council Selected Respondent</u> |
| • <u>June – July</u> | <u>Historical Document Review and System Mapping</u> |

- August – September 2020 Parking System Assessment
- October 2020 Recommendation Development
- November 2020 Final Report Delivery and Project Completion

E. EVALUATION OF SUBMITTALS

The City Selection Committee will review the statement of qualifications received in response to this request and select the firms to advance to the interview stage. The selected firms will be invited to attend personal interviews and presentations, which will allow the selection committee to become familiar with each firm's qualifications, background, and experience in the preparation of similar plans. Following completion of the interview and evaluation process, the Committee will recommend a firm to the Moscow City Council for selection for the project.

F. CRITERIA FOR SELECTION

Firms must address each of the following criteria. Each firm may be awarded points up to the maximum points allowed, as listed below:

1. **Relevant specialized planning and project design experience of the firm or consultant (Maximum points allowed: 30).** Respondents should include a list and description of projects of a similar nature with project reference contact information including contact name, address and phone number. Specialized experience with similar sized communities and industrial park projects should be highlighted.
2. **Professional qualifications and relevant experience of proposed project team (Maximum points allowed: 30).** Respondents should describe the proposed project team's professional qualifications and relevant work experience. Firms should include resumes of the proposed project manager and other personnel and subcontractors that will be assigned to this project.
3. **Understanding and approach to the project (Maximum points allowed: 20).** Familiarity with community, community needs and a clear understanding of the functional and operational aspects of the project and how these aspects may affect the project.
4. **Ability to complete the project within the specified project schedule (Maximum points allowed: 20).** Respondents should describe their proposed project approach, schedule and available resources to complete the project on schedule.

SUBTOTAL MAXIMUM ALLOWED FOR PLANNING & DESIGN SERVICES: 100

G. SUBMITTAL REQUIREMENTS

Submittal Documents – Statements of Qualification shall not exceed fifteen (15) pages including photos, biographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages may be disqualified from City review. All responders will provide 1 complete (hard copy) submittals and a digital copy on CD or USB flash drive for review. The envelope in which the submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Downtown Parking Study Project." Late submittals will not be accepted.

Submittals shall be delivered to the following address at or before 5:00 PM, Local Time, April 3, 2020 to:

City of Moscow
RE: Downtown Parking Study RFQ
Attn: Bill Belknap, Deputy City Supervisor
221 East Second Street
Moscow, ID 83843

2. Submittal Content: Each submittal shall be organized in the following order:
 - a. Outside Cover and First Page: Shall contain (i) the title, "Downtown Parking Study Project", (ii) the name of the Respondent, and (iii) the submittal date.
 - b. Table of Contents: Include a table of contents.
 - c. Transmittal Letter: Include a short transmittal letter. The transmittal letter shall:
 - i. Summarize why the Respondent believes itself to be the most qualified;
 - ii. Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
 - iii. Contain a statement granting the City and its representatives' authorization to contact any previous client of the Respondent (or a Respondent's Team member or associates) for the purposes of ascertaining an independent evaluation of the Respondent or a Respondent's Team member's or associate's performance; and
 - iv. At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.
 - d. Section I – Description of the Respondent:
 - i. Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms). Information should include:
 - The Respondent's areas of specialization;
 - Firm history;
 - Honors and awards;
 - Location of home and branch offices;
 - Names of the principal officers of the firm;
 - Identification of the major consultants, if known.
 - ii. Organizational Chart: Include a simple organizational chart showing how the Respondent, if selected, would organize its personnel for the project.
 - iii. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the team. Indicate their availability for this project schedule.
 - iv. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - Name;
 - Education and background;
 - Employment history;
 - Proposed role in the project;
 - An identification of the other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference;
 - Other information you believe to be relevant.
 - e. Section II – Narrative: Set forth the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- i. Relevant specialized planning, and project design experience of the firm or consultant;
 - ii. Professional qualifications and relevant experience of proposed project team;
 - iii. Understanding and approach to the project including familiarity with the community and a clear understanding of the functional and operational aspects of the project and how these aspects may affect the project planning, design and future construction;
 - iv. Ability to complete the project within the specified project schedule
- f. Section III – Relevant Experience of Respondent:
 - i. Summary of Relevant Projects Completed: List at least three (3) relevant projects. A relevant project is one which best exemplifies the respondent's qualifications for this project. Provide all applicable information as indicated below.
 - Name of project
 - Project location
 - Total project cost
 - Project description
 - Describe the services which the respondent's firm provided
 - Indicate which team members were actually involved in the project and specify their role
 - Provide Project reference contacts including contact name, association to project, address and phone number

H. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1. A complete package of this RFQ including any attachments can be obtained from the City of Moscow by contacting Anne Peterson via phone at (208) 883-7035 or via email to apeterson@ci.moscow.id.us
2. The City reserves the sole right to (1) evaluate the qualifications submitted; (2) waive irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest to do so.
3. An RFQ pre-submittal conference will not be held. The City of Moscow welcomes questions regarding this submission on or before the submission deadline to Bill Belknap, Deputy City Supervisor via phone at (208) 883-7011, or via email to bbelknap@ci.moscow.id.us

Exhibit A: Study Area

