



Public Works / Finance Committee

Regular Meeting

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Monday

Council Chambers

4:00 PM

July 9, 2018

206 E. Third St.

Action Items

1. Disbursement Report For June 2018 - Sarah Banks

Staff will present the Accounts Payable Report for the month ending June 2018.

ACTION: Approve and sign the Disbursements Report for the month of June 2018.

Documents:

[DISBURSEMENT REPORT FOR JUNE 2018.PDF](#)

2. Third Quarter Financial Report (April 1, 2018 To June 30, 2018) For FY2018 - Sarah Banks

Staff will present the financial report for the 3rd quarter of fiscal year 2018 (April, May, June).

PROPOSED ACTIONS: Approve the report or provide staff further direction.

Documents:

[THIRD QUARTER FINANCIAL REPORT.PDF](#)

3. Moscow School District Community Playfields Pathway Project - David Schott

Staff is requesting authorization to retain McCall's Classic Construction, Inc. for the Moscow School District Community Playfields Pathway Project in the amount of \$23,326.50 with a ten percent contingency of \$2,332.65 for a total amount not to exceed \$25,659.15. On June 7, 2018, the City issued a solicitation of bids for the Moscow School District Community Playfields Pathway Project to four concrete contractors with one (1) bid proposal received with a base bid of \$22,896.50 and alternate #1 (relocating irrigation system lateral) of \$430 for a total bid amount of \$23,326.50. The project includes the installation of an eight (8) foot concrete pathway from the northwest corner of the existing parking lot to Field 4 to the north. The origin

of the project was a request from the public to provide ADA compliant access to Field 4. The FY2018 budget for the project is \$32,000 for an American with Disabilities Act (ADA) compliant pathway to Field 4. The expense, \$25,659.15, will be expensed from 121-185-30-658-20, R & M Grounds - Moscow School District Community Playfields.

PROPOSED ACTIONS: Recommend Council authorization to retain McCall's Classic Construction, Inc. for the Moscow School District Community Playfields Pathway Project in the amount of \$23,326.50 with a ten percent contingency of \$2,332.65 for a total amount not to exceed \$25,659.15; or provide staff further direction.

Documents:

[MSD COMMUNITY PLAYFIELD PATHWAY PROJECT.PDF](#)

4. Great West Engineering Master Agreement For Professional Services - Kevin Lilly

Public Works wishes to add the firm of Great West Engineering, Inc. of Great Falls, MT to our consultant roster so that any future design work for which the firm is selected may be contracted through a Task Order Agreement. The attached Master Agreement has been created for this purpose.

PROPOSED ACTION: Recommend approval of the draft Master Services Agreement for professional services by Great West Engineering, Inc., or provide staff further direction.

5. Bid Award 5339 Grant Shelters - 2018 - Nate Suhr

The City published an advertisement for bids on June 16, 2018 for the 5339 Grant Shelters - 2018 Project. The base bid for the project provides for the assembly and installation of six (6) owner furnished, pre-manufactured shelters: Three (3) 5' x 10' bus shelters, two (2) 5' x 14' bus shelters, and one (1) 12' x 18' bicycle shelter at City Hall. It will also includes the installation of trash receptacles, two-tiered bicycle racks, a bicycle repair station, and one (1) owner furnished, pre-manufactured bench. This project also includes reinforced concrete support slabs, retaining walls, adjoining sidewalks, and some necessary electrical work. The Engineer's estimate for the project was \$98,502.32.

Bid opening for the project took place on July 3rd, 2018, at which three responsive bids were received. Of the responsive bids received, numbers ranged from \$98,624.82 to \$142,893.82. McCall's Classic Construction was the low bidder on the project with a bid of \$98,624.82. See attached bid tabulation.

On December 18, 2017, the City Council approved the Grant Project Funding Agreement for the ITD 5339 Bike and Bus Shelter grant in the amount of \$141,000, including \$114,800 of federal funds and \$26,200 in local match. These funds will be appropriated in the August 2018 open budget process, along with the appropriation for expending the funds.

PROPOSED ACTIONS: Recommend City Council accept the low bid from McCall's Classic Construction, award the contract in the amount of \$98,624.82, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount; or provide staff further direction.

Documents:

[BID AWARD 5339 GRANT SHELTERS.PDF](#)

6. Keller Associates Master Agreement For Professional Services - Kevin Lilly

The Public Works Department wishes to retain the firm of Keller Associates, Inc. of Meridian, Idaho from our consultant roster so that future design services for which the firm is selected may be contracted through a Task Order Agreement. Keller's original Master Agreement was executed on June 27, 2016 and has recently expired. The attached second Master Agreement will allow the City to continue to retain Keller for ongoing and upcoming design services.

PROPOSED ACTIONS: Recommend approval of the draft Master Services Agreement for professional services by Keller Associates, Inc., or provide staff further direction.

Documents:

[KELLER ASSOCIATES MASTER AGREEMENT.PDF](#)

7. Itani Park Professional Engineering Services Agreement - David Schott

The Parks and Recreation Department is requesting authorization to retain Hodge and Associates for design services to incorporate an accessible route through Itani Park and an estimate of construction costs for the Itani Park Pathway Project at a cost of \$4,250. The funding source is the Hamilton Fund, and was approved through the FY18 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects are required to be authorized through the annual budget process.

The purchase of playground equipment and rubber safety tiles was approved by City Council on June 18, 2018. The next step in the project is to construct a pad for the playground equipment and an accessible path to the playground equipment. Due to the topography and the drainage of the park, professional engineering services are required for the pathway design to meet the Americans with Disabilities Act (ADA) and ensure proper drainage.

PROPOSED ACTIONS: Recommend authorization to retain Hodge and Associates for design services to incorporate an accessible route through Itani Park and an estimate of construction costs for the Itani Park Pathway Project at a cost of \$4,250 with funding source from the Hamilton Fund or provide staff further direction.

Documents:

[ITANI PARK PROFESSIONAL ENGINEERING SERVICES AGREEMENT.PDF](#)

Reports

1. Third And Adams Streets Raised Crosswalk - Les MacDonald

2. Spin Dockless Bike Share Program - Les MacDonald

Over the last several years the University of Idaho and the City of Moscow have considered the possibility of implementing a Bike Share Program within the City. During that time, the industry has expanded to include both standard docked bike share systems as well as the newer dockless bike share systems. The University has taken the lead on discussing the implementation of a dockless system on campus and is interested in having the City of Moscow participate in the program so as to provide the greatest opportunity for a successful system. The University has entered into a Memorandum of Understanding with Spin Bikes to launch a dockless system on the campus with the beginning of the 2018/2019 school year. This briefing is to introduce the Committee members to the concept of dockless bike share systems and to discuss interest in expanding the Spin system throughout the community.

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.